

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
NOVEMBER 3rd, 2025**

5:19 PM *Invocation by Chaplain and Pledge of Allegiance*

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

Roll call of the members: Commissioners Steve Bakken (Via Telephone), Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner present.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the agenda adding an amended abatement list to the consent agenda. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the October 20th, 2025 meeting minutes and bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Anthony & Margaret Keel, Bismarck North Developers, Belfield Access Terminal LLC, Jeffery Conlon, George Simek Rev Lvg Tr abatements, and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented an appeal by Stoll Farms of a Notice and Order regarding a complaint from neighbor Jamie Feist based on agriculture tours that were conducted on the property. County resident Mary Podoll, relative of owner Jarod Stoll, spoke in favor of the appeal. Jamie Feist, the complainant, spoke against the appeal. Flanagan stated that he had a meeting with Podoll and she agreed not to have any more events on the property without a special use permit. He said that his office asked Stoll Farms to create a subdivision of the plat and to apply for a PUD zoning change to fit that property. Flanagan stated that because of the many uses of the property and the PUD, they would require a buffer zone at the property lines. He said that no permit was issued for the event in question. Flanagan stated that Podoll was requesting a letter stating that the Notice and Order would be removed and there would be no action taken. Chair Bitner asked if the event was a violation of the zoning ordinance to which Flanagan concurred. Chair Bitner and Comm. Munson agreed that sending the letter requested by Podoll would not be right as it would validate the wrongdoing. Flanagan said that the agreement that was reached with Podoll was that she would not have any more agricultural tours. Discussion was had. Motion by Comm. Bakken, 2nd by Comm. Schwab

to deny the Mary Podoll's appeal of the Notice and Order. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented a request to waive Albert Kuntz's special use permit fee of \$300 after being advised to apply for a subdivision due to the size of the accessory dwelling unit he wanted to build on his property. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the request to waive Albert Kuntz's special use permit fee of \$300. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented an application for a special use permit for the placement of a temporary MET tower by 41 Wind, LLC. to assess renewable energy potential. He said the tower would remain in place for twelve to thirty-six months at which time it would be fully removed and the site restored to its original condition. Flanagan stated the tower would be erected north of Baldwin and east of Wilton on 201st Street NE. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the special use permit for the placement of a MET tower by 41 Wind. PRC Wind CEO Paul White spoke regarding the tower and stated his company would be installing the tower. Commissioners Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioners Bakken and Schwab voted 'NAY'. **Motion carried.**

County Engineer Marcus Hall presented bids received on October 28th, 2025 for three new motor graders under a five year total cost bid with a guaranteed repurchase price and the end of the period. Hall stated that he recommended the resolution in the packet with the acceptance of the lowest bid from RDO, however, he wanted to convey additional information included within Butler Cat bid. He said that with the Butler Cat bid, they would revise the current agreement to repurchase our current Butler Cat motor graders for an additional approximately \$40,000 each. Hall stated that he recommended putting the current motor graders up for public auction for a set minimum price instead of selling them back to Butler at the end of the contract. Motion by Comm. Bakken, 2nd by Comm. Schwab to accept the low bid from RDO Equipment for three motor graders of \$1,306,500 under a five year total cost bid with a guaranteed repurchase price at the end of this period, and authorize the proper County officials to enter into a contract with said bidder. Butler Cat Sales Representative Lowell Malard spoke on the subject. Discussion was had. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. Chairman Bitner voted 'NAY'. **Motion carried.**

Engineer Hall presented an appeal by Robert McCay to a second approach permit that was previously denied by the Highway Department. Marcus stated that the Highway Department denied it because it would put the center of both driveways eighty feet apart when the minimum qualifications are at least a hundred. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the appeal. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Sheriff Kelly Leben presented information on the quarterly report for the Bismarck-Morton Detention Center. Leben said that the revenue continues to trend positively at the jail, and that staffing continues to be a struggle. He stated that they are looking into using the opioid settlement funds and the DOCR grant funds for a possible addiction nurse to help inmates with addiction and recovery. Leben said once more information is obtained it will be presented to the Commission.

Sheriff Leben presented information on a registered nurse applying for the Jail Nurse position with the Detention Center and the need to adjust the starting salary for this applicant to secure them in the position to be competitive in the market. Leben stated that he would like to bring this applicant in at a grade 9 step 13. He said that if this variance is approved, then the salary of the Nurse Supervisor needs to be assessed. Leben requested the Nurse Supervisor be moved from a grade 12 step 8 to a step 12 grade 10 immediately. Motion by Comm. Woodcox, 2nd by Comm. Munson to authorize the variance of grade 9 step 13 for the Jail Nurse applicant and the variance to the current salary for the Jail Nurse Supervisor position. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Jason Petryszyn of Swenson, Hagen & Co spoke providing an update on the Missouri Valley Complex's wetland delineation report. Petryszyn stated that the next step is to obtain 401 and 404 permits from the Corp of Engineers. Comm. Munson stated that in order to complete the plat, the 401 and 404 permits need to be obtained to determine how the wetlands can be delineated. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the solicitation of bids to hire out the application process for the required 401 / 404 permits from the Corp of Engineers to determine how the wetlands can be delineated. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. Chairman Bitner voted 'NAY'. **Motion carried.**

Commissioner Munson presented a contract from Houston Engineering on the Kimball Bottoms boat ramp reclamation which is the first step in the project approved at the October 6th, 2025 Commission meeting. He stated that he brought the contract to the Commission for approval and to discuss where the funds will come from. Motion by Comm. Munson, 2nd by Comm. Woodcox to accept the contract with Houston Engineering and to use money from reserves to pay for it. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.**

Commissioner Schwab presented a draft letter to be sent to the Garrison Diversion Conservancy District (GDCCD) to request being removed from the district. Assistant State's Attorney Dennis Ingold stated that State's Attorney Julie Lawyer drafted the proposed petition and proposed letter. Motion by Comm. Woodcox, 2nd by Comm. Munson to table this until the next meeting. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.**

Commissioner Woodcox presented an update on the 250th Anniversary Mural and requested the County send a letter to the Northern Plains Heritage Area confirming our allocation of matching funds to accept the grant. Motion by Comm. Bakken, 2nd by Comm. Munson to allow Chairman Bitner to abstain from the vote due to being a board member of the Northern Plains Heritage Area. Commissioners Bakken, Munson, Schwab, Woodcox voted 'AYE'. **Motion carried.** Motion by Comm. Woodcox, 2nd by Comm. Munson to send a letter of intent accepting the grant funds and confirming the County's matching funds. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. **Motion carried.**

Meeting Adjourned.

7:18 PM

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
OCTOBER 20th, 2025**

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

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

Roll call of the members: Commissioners Steve Bakken, Wayne Munson, Steve Schwab, and Chairman Brian Bitner present. Commissioner Jerry Woodcox was absent.

Motion by Comm. Bakken, 2nd by Comm. Munson to move and combine item 15A, ETA Discussion, with item 7A, Discussion of Bismarck's ETA Proposal, and approve the agenda. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the October 6th, 2025 meeting minutes and bills. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Robert Adams, Terry & Kathleen Mauch, Larry & Mary Hatzenbuehler, Mary Ann Grossman, Craig Marsh abatements, and the consent agenda less item 6B, Provident Building Remodel Change Order, for discussion. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Discussion was had regarding the Provident Building Remodel Change Order. Chairman Bitner stated that the \$104,098.67 change order was for electrical upgrades due to moving the Commission Chambers to the 2nd floor from the originally planned 4th floor. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Provident Building change order with a follow up of what the percentage costs are due to tariffs. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

City of Bismarck Planning Director Daniel Nairn presented a map of the updated ETA approved by the Bismarck City Commission. Nairn stated that the updated ETA area would reduce the land in the ETA by 45% and the number of homes by 95%. He stated that the border of the ETA reflects the estimated growth of Bismarck in the next fifty years. Comm. Schwab asked if there would be a path forward for residents that want out of the ETA. County resident Wayne Martineson spoke wanting to be removed from the ETA. Nairn said that the City would have to look at the specific property if a resident wanted out of the ETA to assess the feasibility of removing it. Nairn stated that the ETA map would be going to the Bismarck Planning & Zoning Commission on Wednesday, October 22, 2025 at their meeting for a public hearing. Nairn said that if the updated map isn't agreed on by the City and County, the City could extend the ETA to two miles on their own

and up to four miles with the outer two miles covered under joint jurisdiction process. City of Bismarck Administrator Jason Tomanek spoke regarding Apple Creek Industrial Park water service. Comm. Bakken stated that the County would like to manage the Missouri Valley Complex development with less regulation from the City of Bismarck. Tomanek said that there could be the potential for the MVC to be managed similarly to the State Capital Complex where the City manages utilities and the State manages the development. Discussion was had regarding FEMA and flood ratings. County Planning Director Mitch Flanagan spoke on the subject. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the City of Bismarck's updated ETA map allowing for continued discussions on the Missouri Valley Complex and Apple Creek Industrial Development as well as Wayne Martinson's possible removal from the ETA. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Senior Assistant Engineer Daniel Schriock presented a request to approve support of the County Highway Department's Federal HSIP Grant application. A County resident spoke on the subject. Motion by Comm. Munson, 2nd by Comm. Bakken to authorize the proper County officials to apply for a 2030 Highway Safet Improvement Program (HSIP) grant for the construction/reconstruction of a roundabout (or other intersection improvements) at the intersection of 66th Street SE and Apple Creek Road. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Senior Assistant Schriock presented a request to approve support of the County Highway Department's State Special Road Funds grant application. Motion by Comm. Bakken, 2nd by Comm. Munson to authorize the proper County officials to apply for a 2026 Special Roads Funds (SRF) grant for the mill and overlay of Desert Road from SH 1804 to the boat landing. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented a request for approval for the Biegler Final Subdivision Plat. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Biegler Final Subdivision Plat. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan presented a request for approval for a variance for Vern Kuntz. The variance would change setbacks and allow the construction of an accessory building. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the variance request for 8507 Rolling Hills Road. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan presented a request of approval for resolution 25-003 for Joel Kern regarding a Twin Buttes Subdivision non-access line. This resolution would allow the partial vacation of a non-access line for the placement of an approach onto Kern's property. Motion by Comm. Munson, 2nd by Comm. Bakken to approve resolution 25-003 for the variance request for 8507 Rolling Hills Road. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan presented an appeal regarding a Notice to Owner sent to Jarod Stoll, owner of the Baldwin Nursery, about a complaint made by a neighbor. He said Mary Podoll, a relative of Stoll, appealed the notice. Flanagan said that the complaints were regarding agricultural tours on the property and the Notice to Owner stated special use permits to conduct the tours was required. He said that Podall requested this topic be

discussed at this Commission meeting, however, she was not at the meeting. Motion by Comm. Bakken, 2nd by Comm. Munson to deny the appeal. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Human Resources Director Pam Binder presented an update on hiring for the Building and Grounds Department. She stated that interviews had been done for the Facilities Director and Manager positions and they had some good candidates. Binder said the chosen candidate for Facilities Director requested an annual leave variance because they did not want to start over after being in their current position with a different political subdivision for fifteen years. Motion by Comm. Bakken, 2nd by Comm. Munson to approve making a job offer for the Facilities Director position with the annual leave variance. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.** Binder said that a good candidate was interviewed for the Facilities Manager position, however, the candidate would be a better fit for a Buildings & Grounds Supervisor having HVAC and supervisory experience. Motion by Comm. Munson, 2nd by Comm. Bakken to approve making a job offer for the Building & Grounds Supervisor position. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.**

Director Binder presented an update on the States Attorney's Office stipend. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the States Attorney's Office stipends and to add 10% to the policy for stipends going forward. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.**

Director Binder discussed the County's Recruitment/Employment Policy. She stated that the Annual Leave variance will attract more tenured applicants from other governmental agencies.

Director Binder discussed the County's Annual Leave Policy. She stated that due to HB 1170, the State will offer "New Hire Leave", a forty-hour bank, to be used before the completion of the employees first anniversary. Binder said that the County will need to need to consider this as an option.

Director Binder presented information regarding law enforcement overtime under the Fair Labor Standards Act (FLSA). The County's law enforcement and detention officers follow the "Garcia Law" under the FLSA. Binder stated that the County should set aside the "Garcia Law" and allow the officers to be paid time and a half for any hours worked over forty. Motion by Comm. Bakken, 2nd by Comm. Munson to approve moving the County's non-exempt law enforcement and detention officers to be paid the overtime rate of time and one-half for any hours worked above 40 hours in a work week. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.**

Commissioner Bakken spoke regarding the earlier complaint to owner discussed by Planning Director Flanagan. Comm. Bakken stated that in the email sent to Auditor Mark Splonskowski by Mary Podal, she requested the discussion on the complaint to be on the first meeting in November's agenda. Motion by Comm. Bakken, 2nd by Comm. Munson to reconsider this item at the next scheduled, first meeting in November, Commission meeting. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Finance Director/Interim Treasurer Leigh Jacobs spoke regarding the organization structure of the Treasurer's office. Jacobs presented organization charts from eight different counties and three proposed arrangements for the County's organizational structure. Motion by Comm. Bakken, 2nd by Comm. Munson to approve option three listed in the agenda packet. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.** Jacobs requested the Commission approve the listing of the Treasurer's position internally. Motion by Comm. Bakken, 2nd by Comm. Munson to approve listing the Treasurer's position internally. Human Resources Director Pam Binder stated that director level positions are typically listed internally and externally. Comm. Bakken and Munson rescinded their previous motion. Motion by Comm. Bakken, 2nd by Comm. Munson to approve listing the Treasurer's position internally and externally. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Auditor Mark Splonskowski presented the options for the first meeting date in September, due to a holiday, to finish the 2026 County Commission meeting calendar. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the meeting being scheduled at 5:00pm of September 10th, 2026. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. **Motion carried.**

Commissioner Schwab stated that he was going to request the Commission authorize the State's Attorney to write a letter to the Garrison Diversion Conservancy District (GDCCD) petitioning to be removed from the district. Auditor Splonskowski stated that since joining in 1989, County residents have paid \$9,900,000 and has received \$825,588 in return. He said that the Southwest Regional Water district has received over \$105,000,000 in federal funds passed through the GDCCD even though none of the benefiting counties are members. Splonskowski stated that Southcentral Regional Water District has received \$56,000,000 from the GDCCD and the County still would have received those funds if the County was not a member. Motion by Comm. Schwab, 2nd by Comm. Bakken to authorize the State's Attorney to write a letter to the Garrison Diversion Conservancy District requesting to be removed from the district. Commissioners Bakken, Schwab, and Chair Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.** The commission discussed the possibility of a forensic audit on the GDCCD and having Splonskowski reach out to the State Auditor's office to see what information they have on the GDCCD.

Commissioner Schwab brought to the attention of the Commission a news article discussing the Summit Carbon Solutions pipeline and the possibility of them not continuing to try to bring the pipeline to North Dakota. Comm. Bakken requested the State's Attorney look into the possibility of the County being able to file an amicus brief to support the lawsuits against Summit going on in Iowa. Discussion was had.

Commissioner Munson requested ideas from the Commission on funding options for the Kimball Bottoms boat ramp renovations of approximately \$2,500,000 to be completed in 2027 or 2028. Discussion was had.

Other Business:

- Commissioner Bakken thanked Commissioner Schwab, Auditor Splonskowski, and staff for the work put into researching the Garrison Diversion Conservancy District.

Meeting Adjourned.

6:35 PM

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
OCTOBER 6TH, 2025**

5:10 PM

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

Roll call of the members: Commissioners Steve Bakken, Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner present.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda as is. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Woodcox to approve the September 15th, 2025 meeting minutes and bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Daniel & Audrey Carpenter, Dale & Dorothy Patrick, Richard Goetz Sr, Henry & Doretta Rasmusson, Nathan Burk, Zach Bohem, Wayne & Mary Jane Jensen, abatements and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Sheriff Kelly Leban presented information on the Police Youth Bureau Agreement. Motion by Comm. Munson, 2nd by Comm. Bakken to authorize the proper County officials to enter the Police Youth Bureau Agreement between Burleigh County, the City of Bismarck, and the Bismarck Police Department. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Sheriff Leban presented information on the 2025/2026 North Dakota Department of Transportation Traffic Safety Grant. Motion by Comm. Bakken, 2nd by Comm. Munson to authorize the proper County officials to authorize the North Dakota Department of Transportation Traffic Safety Grant between Burleigh County and the State of North Dakota. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Engineer Marcus Hall requested authorization to advertise for bids. Motion by Comm. Schwab, 2nd by Comm. Bakken to authorize the County Auditor and the County Engineer to advertise for bids for three new motor graders under a five year total cost bid with a guaranteed repurchase price at the end of this

period. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Engineer Hall presented a developer pavement waiver request. Hall stated that this is going to be a five lot subdivision with three shared access points on to 26th Street NE. Motion by Comm. Bakken, 2nd by Comm. Munson to grant SPLJ, LLP's request to waive the construction and paving requirements "adjacent section line roads, and the construction and paving of at least one roadway that connects into the existing paved highway system." listed in the Pavement Policy, in conjunction with the approval of the SPLJ Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Engineer Hall presented the 2026 Highway Department fee schedule for Township road maintenance agreements. Motion by Comm. Bakken, 2nd by Comm. Munson to adopt the attached 2026 Highway Department fee schedule. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Engineer Hall presented the maintenance agreement between the County Highway Department and both the organized and unorganized Townships. Motion by Comm. Munson, 2nd by Comm. Bakken to authorize the proper County officials to enter into an agreement with the County's Townships, assigning the roles and responsibility for maintaining township roads within Burleigh County. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner temporarily adjourned the Burleigh County Commission and convened as the Unorganized Township Supervisors.

5:22PM

Roll call of the members: Commissioners Steve Bakken, Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner present.

Motion by Comm. Woodcox, 2nd by Comm. Bakken to authorize the proper Township officials to enter into an agreement with the County, assigning the roles and responsibility for maintaining township roads within the township. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner adjourned as the Unorganized Township Supervisors and reconvened as the Burleigh County Commission.

5:23PM

County Auditor/Treasurer Mark Splonskowski spoke to the Commission to establish the minimum sales price for property acquired by the County through tax deed proceedings (non-payment of taxes). Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the minimum sales list. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Auditor/Treasurer Splonskowski presented the 2026 County Commission meeting calendar. Splonskowski noted that the September 10th, 2026 meeting is tentatively scheduled for a Thursday due to a holiday and other meetings. Motion by Comm. Bakken, 2nd by Comm. Munson to accept the 2026 County Commission meeting calendar excluding the September 10th, 2026 meeting to see if it can be scheduled at a different time and day. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Auditor/Treasurer Splonskowski presented a Memorandum of Understanding (MOU) between the North Dakota Secretary of State and Burleigh County regarding the execution of elections and the state owned election equipment used by the County. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Memorandum of Understanding with the North Dakota Secretary of State. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Finance Director/Interim Treasurer Leigh Jacobs presented a budget amendment for the Sheriff's Department repairs and maintenance line item. Jacobs stated that a purchase and installation of a generator which was funded by a grant exceeded the budgeted expenditures on the Sheriff's budget even though the grant funds were received under revenues. Motion by Comm. Munson, 2nd by Comm. Bakken to amend the 2025 budget for the Sheriff's Department by increasing the repairs and maintenance account by \$47,550. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Finance Director/Interim Treasurer Jacobs discussed the need to create a County Vendor Policy. Jacobs stated that the County should strongly encourage all vendors to utilize payment via EFT for invoice payment and all vendors should have invoices due net thirty days. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the accounts payable policy which includes the Vendor Payment Terms – Net 30 and ACH Payments policies. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Human Resources Director Pam Binder presented a follow-up with the States Attorney's Office regarding retention and recruitment. She stated that in December of 2023, States Attorney Julie Lawyer presented a request to the Commission to institute a retention bonus for the Assistant State's Attorneys for extra work done due to the office being understaffed. Binder recommended a back pay stipend be paid out to the six Assistant State's Attorneys and the States Attorney from 2019 and on as well as come up with a stipend policy going forward. States Attorney Lawyer spoke on the subject. Discussion was had. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the totals listed in the stipend chart for 2019 through 2023 with the addendum that 2024 will be calculated with the same methodology as the stipend chart and add it on. Commissioners Bakken, Schwab, and Chairman Bitner voted 'AYE'. Commissioners Munson and Woodcox voted 'NEY'. ***Motion carried.***

Human Resources Director Binder presented the revised Auditor job description with the Treasurer's duties removed for approval. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the revised Auditor job description. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Human Resource Director Binder presented information regarding the salary of Auditor effective April 1st, 2027. Binder included a summary of elected and appointed auditor salaries from across the state as well as the minimum allowed salary of \$28,500 per the North Dakota Century Code. A consensus was had with \$28,500 with the ability to modify it with added education, experience, and completed training and for Director Binder to work on a salary schedule for the Auditor going forward.

Commissioner Munson started a discussion on the Treasurer position and when it will be filled. Human Resources Director Binder spoke on the subject. Chairman Bitner stated that the Treasurer's Office is still in a state of repair and transition and it would be to chaotic at this moment.

Commissioner Woodcox gave an update on the 250th anniversary mural to be placed on the south side of the Provident Building. Comm. Woodcox stated that we received a grant of \$35,000 from the North Dakota Heritage Association which the County needs to match. The Commission discussed taking the matching \$35,000 from the General Fund Reserves. Discussion was had. Chairman Bitner requested this item be added to the agenda for the first meeting in November.

County Planning Director Mitch Flanagan spoke regarding the Extra Territorial Area (ETA) discussion that has been ongoing. Flanagan provided maps showing the current ETA, the City of Bismarck's suggested ETA, and the County's suggested ETA. He then reviewed the estimated costs the County would incur to expand the Planning & Zoning department to handle the increased workload of a smaller ETA area resulting in a budget increase of approximately 61%. County resident Heidi Schirado spoke on the subject. The Commission requested Engineer Hall's assisting Planning & Zoning in working on the ETA. Discussion was had.

The Commission discussed the agreement between the County, the City of Bismarck, and Bismarck Parks & Recreation regarding City Recreation. Bismarck Park Board President Mark Zimmerman spoke on the subject. Discussion was had. Motion by Comm. Schwab, 2nd by Comm. Bakken to quit the City Recreation Agreement with the City of Bismarck and the Bismarck Parks & Recreation. Commissioners Bakken, Schwab, and Chairman Bitner voted 'AYE'. Commissioners Munson and Woodcox voted 'NAY'. **Motion carried.**

State's Attorney Julie Lawyer presented a request for a salary variance for a new hire State's Attorney Investigator with extra investigatory experience. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the salary variance of a grade 7, step 9 salary of \$69,160 for the State's Attorney Investigator. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Other Business:

- Engineer Hall was given a letter by Chair Bitner at the start of the meeting which Hall brought forward to address. He stated the letter was a Solicitation of Views regarding a request for involvement from the Bureau of Land Management who is going to be revising their current North Dakota resource management plan. Motion by Comm. Bakken, 2nd by Comm. Munson to chose option 2 which is to keep informed of the process and have Engineer Hall submit the proper paperwork to do so.

Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

- Chairman Bitner received a certified letter from the City of Bismarck Community Development department stating they had received a petition from a commercial land owner in the Boulder Ridge area to be annexed into the City of Bismarck.
- Chairman Bitner discussed a letter request the naming of delegates for the North Dakota State Fair Associations annual meeting on November 18th, 2025. Comm. Bakken volunteered to be one of the delegates and the Commission requested Auditor Splonskowski reach out to the Extension Office for the second delegate.
- Chairman Bitner discussed a letter received from the Federal Emergency Management Agency regarding a Community Assistance Visit. Chair Bitner read the letter which thanked Burleigh County staff for hosting them.
- Commissioner Schwab spoke regarding the Missouri Valley Complex and starting a 501(c)(3) non-profit organization and operate a fair ground similar to Ramsey County.

State's Attorney Lawyer stated she provided information to the Commission on the ongoing opioid litigation and settlement overview. Motion by Comm. Bakken, 2nd by Comm. Munson to agree to opt in to the opioid settlement. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Meeting Adjourned.

09:58 PM

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
SEPTEMBER 15th, 2025**

5:17 PM

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

Roll call of the members: Commissioners Steve Bakken, Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner present.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda as is. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the September 3rd, 2025 meeting minutes and bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County resident Travis Jensen spoke regarding Bismarck-Burleigh Public Health

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Terrance Stevenson abatements, and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

The Commission discussed the ETA and the upcoming joint meeting of the Bismarck and Burleigh Commissions on September 17th, 2025 at 5:00 PM. County Planning Director Mitch Flanagan spoke regarding the ETA.

Planning Director Flanagan explained Senate Bill 2027 regarding floodplain management and the responsibilities of the County if the Townships do not request to handle their own floodplain management. Flanagan requested approval of a letter to be sent to the Township Supervisors inquiring on their intent regarding their Township's floodplain management. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the draft of the letter to Township Supervisors. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Comm. Bakken requested that additional background information be sent along with the letters to the Township Supervisors.

County Engineer Marcus Hall presented a request to accept a platted right of way for the Ridge Addition Subdivision. Motion by Comm. Bakken, 2nd by Comm. Woodcox to accept the platted right away for the Ridge

Addition Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Sheriff Kelly Leben presented a request for authorization to receive and distribute funding from the North Dakota Back the Blue Grant Program to be used for retention of Deputy Sheriffs and Detention Officers. Motion by Comm. Woodcox, 2nd by Comm. Bakken to authorize the acceptance of the North Dakota Back the Blue Grant and implement the program as presented. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Deputy Veterans Service Officer Chris Berglund presented a request for funds to place a flagpole at the military and veteran's memorial at the courthouse. Motion by Comm. Munson, 2nd by Comm. Bakken to utilize the courthouse maintenance fund for the remaining cost of \$1,128.20 for the flagpole addition to the military and veteran's memorial at the courthouse after using the \$4,514 of donated funds. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner started a discussion on what the County Auditor's salary should be after the current term is over because of the reduction of duties. Discussion was had. County Human Resources Director Pam Binder spoke regarding the subject and the Auditor's job description. Chair Bitner requested this item be added to the next agenda.

Chairman Bitner reviewed a human rights complaint filed with the North Dakota Department of Labor for Binder v. Burleigh County Auditor/Treasurer. Chair Bitner stated that the Department of Labor was requesting a decision from the Commission as the employer on whether or not this complaint should go to mediation. County Human Resources Director Pam Binder spoke regarding the complaint. Discussion was had. Motion by Comm. Bakken, 2nd by Comm. Munson to inform the Department of Labor the Commission accepts this complaint going to mediation on their behalf. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner skipped item 12C and other business to start the final budget public hearing.

6:00 PM

This was the hour and date set for the Public Hearing regarding the proposed budget and adoption of the final budget for the year ending December 31st, 2026.

Chairman Bitner opened the final budget public hearing.

County Finance Director / Interim Treasurer Leigh Jacobs appeared before the Commission and gave an overview of the budget.

Motion by Comm. Munson, 2nd by Comm. Bakken to remove the Provident Building renovation bond fund of \$3,713,868.57. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Treasurer's budget of \$692,523.89. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Woodcox, 2nd by Comm. Bakken to change public administration budget to zero. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Bakken, 2nd by Comm. Munson to reduce the election budget by \$150,000. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Woodcox, 2nd by Comm. Bakken to keep the split for Bismarck-Burleigh Public health to 25% / 75% and budget \$600,310.00. Commissioners Bakken, Woodcox, and Chairman Bitner voted 'AYE'. Commissioners Munson and Schwab voted 'NAY'. **Motion carried.**

Motion by Comm. Bakken, 2nd by Comm. Woodcox to drop the Kniefel boat landing budget to \$63,000. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Bakken to remove \$85,000 from the Kimbal Bottoms boat landing budget leaving \$845,500. Commissioners Bakken and Munson voted 'AYE'. Commissioners Schwab, Woodcox, and Chairman Bitner voted 'NAY'. **Motion failed.** Motion by Comm. Woodcox, 2nd by Comm. Schwab to reduce the Kimball Bottoms boat landing budget by \$895,000. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Woodcox to lower Swenson Park budget to \$7,900. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Woodcox to lower Sibley Park in Driscoll to \$8,300. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner requested a discussion on the City Parks payment be added to the next agenda.

Motion by Comm. Schwab, 2nd by Comm. Bakken to levy 7.25 mills totaling \$5,300,000 for the highway budget. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Bakken to lower Veteran's Services levy by \$50,000 and increase the County Agent levy by \$50,000. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner closed the final budget public hearing.

County Finance Director / Interim Treasurer Leigh Jacobs stated that the County budget was at \$104,000,000 at the approval of the preliminary budget and the Commission has cut \$7,200,000.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the levies for the unorganized townships. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the 2026 budget and appropriate 2025 mill levies. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.***

Chairman Bitner went back to the general agenda for the meeting to discuss item 12C which was on property tax and sales tax home rule charter amendment. States Attorney Julie Lawyer spoke on process of amending the home rule charter. Discussion was had.

No other business was presented.

Meeting Adjourned.

09:58 PM

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
SEPTEMBER 3rd, 2025**

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

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

Roll call of the members: Commissioners Steve Bakken, Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner present.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda with adding an item on the NDAoC annual conference delegate designation to other business. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the August 18th, 2025 meeting minutes and bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- States Attorney Julie Lawyer presented a response to Lydia Gessele's remarks from August 4th, 2025s meeting on putting the County on notice regarding law enforcement and stated that the County was not breaking the law along with providing documentation.

Chairman Bitner closed the public comment segment.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Jared & Alison Sherven, Marlene Hovda, Alta Properties, James & Betty Mitzel, Harold & Brenda Rants, Jeanne Bernhardt abatements, and the consent agenda less the amended license request which was pulled for discussion by Commissioner Bakken. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Discussion was had regarding the amended license request for the Crossroads Bar and Grill with comment from County Sheriff Kelly Leban, County Planning Director Mitch Flanagan, and Crossroads owner Ryan Deichert. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the amended liquor license request for the Crossroads Bar and Grill. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened a public hearing for the Northridge Estates Subdivision's special assessment district (SAD #77). No public comment was heard. Chairman Bitner closed the public hearing. Motion by Comm. Schwab, 2nd by Comm. Munson to note insufficient protest for the Northridge Estates Subdivision's special assessment district (SAD #77), and therefore direct the County Engineer to prepare plans and specifications for approval by resolution of the County Board. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Engineer Marcus Hall presented Jesse Zander's request for appeal of a rejected second approach permit by the Highway Department. Property owner Jesse Zander spoke on the subject. Motion by Comm. Munson, 2nd by Comm. Bakken to deny the appeal of the second approach permit for Jesse Zander due to safety concerns. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Assistant Project Manager Steve Cameron with Burns & McDonnell representing WBI Energy spoke via phone regarding a request to survey County land located at Steckel Boat Landing for a proposed natural gas pipeline. Motion by Comm. Munson, 2nd by Comm. Bakken to allow WBI Energy to conduct a survey at Steckel Boat Landing. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Sheriff Kelly Leben provided an update on the Burleigh East renovation project and issues with water seepage in the lower level of the building. Principal Architect Jeff Ubl of Ubl Design Group who is working on the Burleigh East project provided additional information. Discussion was had.

County Planning Director Mitch Flanagan presented a special use permit to move a residential building. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the special use permit for Luke Sabot to move a residential building. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Commissioner Munson discussed the need for the Ag & Equestrian Center and the County Commission to come up with a development and operating agreement. Motion by Comm. Munson, 2nd by Comm. Bakken to move forward with States Attorney Julie Lawyer and the Missouri Valley Complex Committee creating a development and operating agreement between the Ag & Equestrian Center and the County Commission. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. Chairman Bitner voted 'NAY'. **Motion carried.**

Commissioner Bakken discussed the ETA and the discussion had at the Bismarck-Burleigh Commission meeting the day prior. Comm. Bakken recommended another full joint Burleigh and Bismarck Commission meeting with all Commissioners in attendance on September 17th, 2025 to discuss the ETA further. Comm. Bakken directed County Auditor Mark Splonskowski to send a confirmation of the Commission's attendance at the joint Commission meeting.

Commissioner Woodcox brought up a discussion of the upcoming final budget meeting and changes that need to be made. Discussion was had.

Other Business:

- Chairman Bitner discussed the weed cutting notice that was in the Bismarck Tribune.
- County resident Bill Kuehn brought awareness to two culverts on Ridgeland Drive that present a safety concern.
- County Auditor Mark Splonskowski requested the Commission select delegates for the North Dakota Association of Counties (NDAoC) conference. Motion by Comm. Bakken, 2nd by Comm. Munson to

assign County Recorder Missy Hanson as the delegate to the NDAoC conference with Commissioner Munson as the alternate delegate. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Meeting Adjourned.

7:07 PM

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
AUGUST 18th, 2025**

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

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

Roll call of the members: Commissioners Steve Bakken, Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner present.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda with Chairman Bitner adding a discussion on sales tax to other business. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the August 4th, 2025 meeting minutes and bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- Lydia Gessele spoke regarding law enforcement.
- County resident Travis Jensen spoke regarding the bussing of Bismarck Public School students.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Pamela Whiteley, Lee Enterprises Inc., Melodie Jorgenson & Kirk Bachmeier, Rhet Volk, Beck Real Estate Holdings LLC, Norma Anfinson, Gerald & Charlene Lelm, Lidna Seidel, Angelica Jimenez, Norma Nicholson, Wayne & Mary Jane Jensen, Patricia Ruth abatements, and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Vision Zero Regional Outreach Coordinator Theresa Thom presented an update on the Vision Zero program.

County Engineer Marcus Hall requested a developer waiver of the Pavement Policy for LGO Trust. Motion by Comm. Bakken, 2nd by Comm. Munson to recognize that the waiving of the Pavement Policy at this time is only to allow the proposed plat to be approved and does not preclude the County/Township from requiring the property owner from sharing in the cost to construct and pave these roadways (that benefit this property) in the future and to grant LGO Trust' request to waive the construction and paving requirements "all internal roadways" listed in the Pavement Policy, in conjunction with the approval of the LGO Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Hall requested approval supporting the Townships Flex Fund grants. Motion by Comm. Bakken, 2nd by Comm. Woodcox to support all 2025 qualifying Township Flex Fund project applications. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Engineer Hall requested approval supporting the County Flex Fund grants. Motion by Comm. Bakken, 2nd by Comm. Woodcox to support the micro surfacing of 71st Avenue and Centennial Road from US 83 to the city limits of Bismarck, the paving of 66th Street (two miles from 43rd Avenue NE to 71st Avenue NE) and 57th Avenue NE (one mile from 52nd Street NE to 66th Street NE), the micro surfacing of Moffit Road from US 83 to ND Highway 1804, and the micro surfacing of 80th Street NE from Apple Creek Road to 71st Avenue NE projects for the 2025 County Flex Fund grants. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Human Resources Director Pam Binder requested approval to post the Facilities Director position. Binder suggested that the County post a Facilities Manager position as an underfill option. Motion by Comm. Bakken, 2nd by Comm. Munson to post both the Facilities Director and Facilities Manager positions. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.** Binder requested a stipend for Buildings & Grounds senior employees Mike Kruckenberg and Dean Van Vleet due to increased duties due to the absence of a Facilities Director. Motion by Comm. Bakken, 2nd by Comm. Munson to approve temporary pay increase of one pay grade and two pay steps for Kruckenberg and Van Vleet until three months after the hire date of the new Facilities Director or Facilities Manager. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.** Binder requested an annual leave exception for Mike Krukenberg due to the inability to take paid time off with the Building & Grounds Department being short staffed. Motion by Comm. Bakken, 2nd by Comm. Munson to approve an annual leave exception for Mike Krukenberg above the 240 hour limit to be used within the first six months of 2026. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Item 10b was moved to join item 14b.

County Finance Director/Interim Treasurer Leigh Jacobs provided an update on the Provident Building remodel financing and bonding options. Discussion was had.

Commissioner Bakken requested feedback from the Commission on the joint meeting of the Burleigh and Bismarck Commissions meeting regarding the Extra Territorial Area (ETA). Bismarck Commissioner Mike Connelly and county resident Travis Jensen spoke on the topic. Discussion was had. Chair Bitner requested the ETA discussion be continued on the next meeting's agenda.

Commissioner Woodcox requested a budget amendment to the community involvement fund for the Provident Building mural. Motion by Comm. Munson, 2nd by Comm. Bakken to amend the community involvement fund budget by increasing it by \$5,000 for 2025. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner discussed current portfolio assignments. He stated that he would be willing to retain the Treasurer, Finance Department, and Tax Equalization portfolios while Comm. Bakken would hold the Auditor portfolio. Consensus was had by the Commission.

County Finance Director/Interim Treasurer Leigh Jacobs discussed a budget amendment to split the budgets of the Auditor and Treasurer's offices. The Auditor and Elections Coordinator being separated into the Auditor's budget and the remaining staff being placed under the Treasurer's budget. County Human Resources Director Pam Binder provided information on the Administrative Assistant – Real Estate position and moving it from the Auditor's office to the Treasurer's office as a hybrid position utilized by both offices. County Auditor Mark Splonskowski provided input on the topic. Motion by Comm. Bakken, 2nd by Comm. Woodcox to move the Administrative Assistant – Real Estate from the Auditor's office to the Treasurer's office with the same duties and responsibilities. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Auditor Mark Splonskowski presented a request from WBI Energy to survey a county property for a proposed natural gas pipeline. Motion by Comm. Munson, 2nd by Comm. Bakken to approve WBI Energy's request to survey County property (Parcel # 09-142-81-00-10-611). Commissioners Bakken and Munson voted 'AYE'. Commissioners Schwab, Woodcox, and Chairman Bitner voted 'NAY'. **Motion Failed.** The Commission requested more information on the project.

Other Business:

- Chairman Bitner discussed the county sales tax and how mega corporations are benefiting from it versus the county residents.
- Commissioner Bakken discussed the Bismarck Public Schools bussing. County Engineer Marcus Hall provided additional information.
- County States Attorney Julie Lawyer provided information on Lydia Gessele's public comment earlier in the meeting. Lawyer stated that county law enforcement was not breaking the law as mentioned in Gessele's comments.

Meeting Adjourned.

6:35 PM

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
AUGUST 4th, 2025**

5:00 PM *Pledge of Allegiance*

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the bills. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the July 21st, 2025 meeting minutes. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County resident Mary Podoll spoke regarding the County Weed Officer Daron Johnson and complemented him on the quality of services provided.

Chairman Bitner closed the public comment segment.

Chairman Bitner read a letter of thanks addressed to those individuals that helped move items out of the Provident Building this past weekend.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Carla Marie Fetting, John Richard & Mary Marlene Peck, Rosalinde Vest abatements, and the consent agenda in its entirety. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Human Services Zone (HSZ) Director Chelsea Flory requested the Commission approve the auctioning off of a Chevy Malibu, a HSZ county owned vehicle. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the auction of the county vehicle. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Human Services Zone Director Flory requested the Commission allow her to open a new checking account for foster care. Motion by Comm. Bakken, 2nd by Comm. Munson to grant approval for the Burleigh County Human Services Zone to open a secondary checking account for agency use as a 'dedicated account' for social security beneficiaries, and to authorize personnel access of the account to agency positions which will

include the Zone Business Manager and Zone Administrative Assistant. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Lewis & Clark Regional Development Council Executive Director Brent Ekstrom provided an update, discussed funding sources, and county membership dues. Additional information was provided in the agenda packet.

Burleigh County Housing Authority Executive Director Nicole Schurhamer provided an update on Burleigh County housing. Schurhamer said the Housing Authority meets the 3rd Monday of every month at 8:30 AM. Motion by Comm. Bakken, 2nd by Comm. Munson to create a portfolio for the Burleigh County Housing Authority and to add that to Commissioner Woodcox's list of portfolios. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Finance Director Leigh Jacobs requested that item 10 B (budget amendment for the auditor/treasurers office) be tabled until the next meeting. Chair Bitner moved it to the next meeting's agenda.

Finance Director Jacobs discussed the funding for the Provident Building remodel and presented different bonding options. Motion by Comm. Woodcox, 2nd by Comm. Bakken to spend the ARPA money of \$6,000,000 in its entirety and to use up to \$11,000,000 from reserves to fund the Provident Building remodel. Commissioners Bakken, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Finance Director Jacobs read a letter he composed and presented additional information on the preliminary budget. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Woodcox to create a facilities management fund within the general fund, move the funds from the Provident Building maintenance fund to the newly created fund, and close the Provident Building maintenance fund. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Woodcox, 2nd by Comm. Bakken to adopt the preliminary budget and set the final budget hearing for September 15th, 2025. Commissioners Bakken, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Other business:

- Commissioner Bakken reminded the Commission of the joint meeting between the County and City Commissions discussing the ETA tomorrow, August 5th, 2025 at 4:00 PM.

Meeting Adjourned.

6:40 PM

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JULY 21st, 2025**

8:38 AM

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

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

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the agenda with moving item sixteen to 9:00am and a presentation by Comm. Woodcox to follow the consent agenda. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the July 7th, 2025 meeting minutes as well as the bills. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County resident Bea Streifel spoke regarding item 9b on the agenda. She mentioned a couple grammatical and wording corrections that needed to be made on the amendments to Articles Eight and Eleven.
- Chair Bitner clarified that the public comment section is not to include items on the agenda as the public can be heard during those agenda items.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Matthew Binegar, Edward Daniels, Linda O'Shea, Bonnie Banks, Diana Lemer, Ruth Owens % Ruth Johnson abatements, and the consent agenda in its entirety. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Woodcox presented an award to County Sheriff Kelly Leben recognizing his fifteen years of service.

Lewis & Clark Regional Development Council Executive Director Brent Ekstrom was scheduled to provide an update and discuss County dues but did not attend the meeting.

Northern Plains Heritage Foundation Executive Director Aaron Barth presented information on the mural celebrating the 250th anniversary of the United States that will potentially be placed on the Provident Life Building. Upon request, Barth will return to the Commission at a later date with more information on the installation and removal of the mural. Barth recommended starting a dialog with the State Historic Preservation Office on the project. Motion by Comm. Woodcox, 2nd by Comm. Munson to take the \$5,000

dedicated to community involvement and use it on the Provident Life Building mural project. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Engineer Marcus Hall spoke regarding the Northridge Estates Subdivision special assessment district. Motion by Comm. Schwab, 2nd by Comm. Munson to accept the engineering report and to declare a resolution of necessity for the Northridge Estates Subdivision special assessment district and call for a public hearing on September 3rd, 2025. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Engineer Hall spoke regarding the acceptance of a platted right of way. Motion by Comm. Munson, 2nd by Comm. Woodcox to accept the right of way shown on the Voss Subdivision plat. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Associate Planner Marla McMonagle presented the proposed Plains Ridge Subdivision and zoning change. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the final plat and zoning change for Plains Ridge Subdivision. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Associate Planner McMonagle presented amendments to County zoning ordinance Articles Eight and Eleven. McMonagle will make changes to the articles suggested by county resident Bea Streifel earlier in the meeting. This item will be added to the next agenda.

County Sheriff Kelly Leben presented information on the quarterly report for the Bismarck-Morton Detention Center. Leben said that the revenue continues to trend positively at the jail, and that staffing continues to be a struggle.

Chairman Bitner brought up an email he received from Dakota Carrier Network Chief Executive Officer Seth Arndorfer inviting the Commission for a tour of their datacenter facility in Bismarck, ND. County Emergency Management Director Mary Sanger volunteered to coordinate the visit and select a date for the tour.

Commissioner Bakken was scheduled to continue the discussion on the ETA at the August 5th combined meeting of the County and City of Bismarck Commissions but did not attend the meeting.

County Auditor/Treasurer Mark Splonskowski inquired if the Commissioners had any interest in serving on one of the North Dakota Association of Counties boards. No one expressed interest.

Auditor/Treasurer Splonskowski stated that he had received a resume and a letter of interest from Lane Hoffer who was interested in serving on the Burleigh County Housing Authority Board in an open seat. Motion by Comm. Munson, 2nd by Comm. Woodcox to accept Lane Hoffer's application to serve on the Burleigh County Housing Authority Board. Commissioners Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. **Motion carried.**

County Finance Director/Interim Treasurer Leigh Jacobs stated that he requests the Commission hold off on voting on the preliminary budget at this meeting as well as the discussion on the budget amendment for the Auditor and Treasurer's budgets. Chair Bitner directed these two items be added to the next agenda. Jacobs stated that the County did not get selected as one of the recipients of the Bank of North Dakota Infrastructure Revolving Loan Fund and that there would be other possible chances to apply towards the end of this year or sometime next summer. Jacobs said that bonding would be the best option for funding, and he has been working with bond council on different options. Chair Bitner requested the topic of funding for the Provident Life Building be placed on the next agenda. Jacobs asked for questions from the Commission on the current preliminary budget. He stated that the current preliminary budget is an increase of four or five percent over last year's budget and approximately three percent of the budget increase is salaries and benefits. Discussion was had.

Discussion was had amongst the Commission to have next year's budget hearings at the regularly scheduled meeting times instead of in the morning and to keep Tuesday as a backup if the meetings go long.

Motion by Comm. Munson, 2nd by Comm. Woodcox to enter into an executive session pursuant to North Dakota Century Code § 44-04-19.1(2) regarding opioid litigation. Commissioners Munson, Schwab, and Woodcox voted 'AYE'. Chairman Bitner voted 'NAY'. ***Motion carried.***

The executive session regarding opioid litigation began at 9:40 AM and was attended by Commissioners Munson, Schwab, Woodcox, Chairman Bitner, States Attorney Julie Lawyer, and Auditor/Treasurer Mark Splonskowski.

The executive session was adjourned at 9:47 AM and the regular meeting resumed.

Motion by Comm. Munson, 2nd by Comm. Woodcox to participate in the opioid settlement litigation. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

There was no other business.

Meeting Adjourned.

10:17 AM

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JULY 7TH, 2025**

5:37 PM

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

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

Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the agenda with moving the weed board meeting after the consent agenda, adding a discussion of Crescent Manor after the weed board meeting, and moving item seven after the discussion on Crescent Manor. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the June 16th, 2025 meeting minutes as well as the bills. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Paul & Shara Missel, Jodee Hanson, Clyde & Cynthia Graff, Nybo, Volk & Atkinson LLP, Robert Solberg, Robert & Debra Petryszyn, Lester & Vickie Walther, Donald & Maryann Suhr Revoc Living Trust, Edwin & Johanna Nagel, Donna Mae Hamel, Charlotte Skjod, Jeanne Crawford, Judith Laing, Nicholas & Linda Babcock abatements and the consent agenda in its entirety. All members present voted 'AYE'. ***Motion carried.***

Chairman Bitner adjourned the Burleigh County Commission meeting to convene as the Burleigh County Weed Board.

5:50 PM

Chairman Bitner reconvened the Burleigh County Commission meeting.

County resident Charles Veith stated that he had heard from several people residing in Crescent Manor having issues with bed bugs. He stated that he has had a difficult time trying to get ahold of whom is in charge of the Burleigh County Housing Authority. Veith came to the Commission since the Housing Authority is supposed to report to the Commission on a quarterly basis. He stated his concern for residents who file complaints being retaliated against. Veith mentioned concern for the temperature of the rooms being too hot this time of year. Comm. Bakken suggest Keith contact the Bismarck Mayor or City Administrator. Chair Bitner said they would find the contact information and look into the matter further.

County resident Larry Ressler stated he lives up in Harvest Grove and is concerned over the allowed times to use fireworks around the fourth of July holiday. He said that he gets up early and goes to bed early and the fireworks that are set off in his area keep him up all night. Ressler suggested setting times that fireworks could be set off leading up to the holiday. Chair Bitner said the Commission would discuss the issue and consult with the Sheriff and States Attorney. Comm. Munson stated that this issue was discussed last year

with cooperation from people in the fireworks industry who wanted to hold off on making an ordinance so they could try to educate the people buying the fireworks on issues such as when to shoot them off. Comm. Munson said that County Planning Director Mitch Flanagan should start looking at the ordinance again. County Sheriff Kelly Leban and Flanagan provided information on the topic.

Chairman Bitner opened a public hearing on the resolution and plan for separating the elective office of Burleigh County Auditor/Treasurer to elective office of Auditor and appointive office of Treasurer. Reuben Larson, Pat Lengenfelder, Charles Veith, Josey Milbradt, Trina Schweitzer, Charles Tuttle, Stephen Schnaible, Curtis Jundt, Coty Sicble, Travis Jensen, Brandon Prichard, Jasmine Schnaible, and Kathleen Wiese spoke on the topic. Chair Bitner closed the public hearing. Discussion was had. Auditor/Treasurer Splonskowski asked the Commission if the current budget process would be moved from his office to the new Treasurer's office. County Finance Director Leigh Jacobs said that they are ready to take over the budget process. Motion by Comm. Schwab, 2nd by Comm. Woodcox to approve the resolution and plan with adjusted effective dates to July 7th, 2025. Commissioners Woodcox, Bakken, Schwab, and Chairman Bitner all voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Schwab to appoint Finance Director Jacobs as the interim Treasurer until a Treasurer is hired through the Human Resources hiring process. All members present voted 'AYE'. **Motion carried.**

Motion by Comm. Schwab, 2nd by Comm. Woodcox to approve the amended transition plan which Comm. Schwab referred to as page 53 of the agenda packet with the reference to the Deputy Auditor/Treasurer changed to Deputy Treasurer. All members present voted 'AYE'. **Motion carried.**

County Planning Director Mitch Flanagan presented a request for a special use permit to move an accessory building. He stated there was a public hearing on this request with no opposition and was approved by the Planning & Zoning Commission. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the special use permit to move an accessory building for Gene & Kathleen Wiese. All members present voted 'AYE'. **Motion carried.**

Bismarck Mandan Chamber EDC President Brenda Nagel gave a presentation on workforce development in the community. Discussion was had.

Bismarck/Burleigh Public Health Director Renee Moch presented a request from the Commission for money from the opioid settlement funds. She stated that the County had collected almost \$200,000 in funds. Moch said that in order to use the funds, an allocation plan citing where the money is to be spent needs to be submitted. She is requesting \$50,000 to support technical assistance for the development of a community triage center plan. Chair Bitner stated that the allocation plan needs to be submitted before the decision to disburse money is made. Moch said that any allocation of the funds needs to involve Bismarck/Burleigh Public Health. County Sheriff Kelly Leben spoke on the topic. Comm. Bakken said the conversations on this should include the Sheriff and the State's Attorney. The Commission agreed to have Comm. Munson work with his portfolio on the allocation plan and then present it at a future meeting.

Chairman Bitner started a continued discussion on the County public comment policy. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the County public comment policy. All members present voted 'AYE'. ***Motion carried.***

County Auditor/Treasurer Splonskowski presented a request from the Bismarck-Burleigh Commission to hold a joint meeting of the full County and Bismarck Commissions. Splonskowski stated that this meeting would take place on Tuesday, August 5th, 2025 at 4:00pm in the Tom Baker meeting room. The Commission agreed to the meeting with a majority of Commissioners in attendance.

In other business:

- Commissioner Woodcox presented a review of the dedication ceremony of Judge Severin's court room.
- County resident Kimberly Reuer presented her concerns with a potential data center coming to the County.

Meeting Adjourned.

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JUNE 16TH, 2025**

5:00 PM

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

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

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the agenda with additions including an update on the intersection of 80th street and Highway 10 to item 7A, and items on the 250th anniversary of the United States and a purchase interest for the Missouri Valley Complex under other business. Commissioners Bakken, Woodcox, and Chairman Bitner voted 'AYE'. Commissioners Munson and Schwab voted 'NAY'.

Motion carried.

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the June 2nd, 2025 meeting minutes as well as the bills. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the Linda Strandemo, Arnold Kosobud, Jean Olson, Michael John Nagel, Bernice Nagel, Thomas & Maryann Baumgartner, Doyle & Betty Randal, Margie Ferderer, and Angela Heck abatements and the consent agenda in its entirety. All members present voted 'AYE'. ***Motion carried.***

Chairman Bitner opened a public hearing on the resolution and plan for separating the elective office of Burleigh County Auditor/Treasurer to elective office of Auditor and appointive office of Treasurer. No public comment was heard. Chair Bitner closed the public hearing.

County Engineer Marcus Hall gave a brief update on the construction project at the intersection of 80th Street and Highway 10. He said the intersection was almost done with illumination, shoulder work, and chip seal remaining. Chair Bitner stated that the project looked good; however, there was some pavement that was breaking off. Hall stated he would look into the breaking pavement.

Engineer Hall presented a request from Hay Creek Township to create the Northridge Estates Subdivision special assessment district. Motion by Comm. Schwab, 2nd by Comm. Munson to create and number the Northridge Estates Subdivision special assessment district and direct the County Engineer to prepare a report as to the general nature, purpose, feasibility, and estimate of probable cost. All members present voted 'AYE'. ***Motion carried.***

Chairman Bitner continued a discussion on the process for approving change orders. County Emergency Management Director Mary Senger provided a form for the process and needed the decision of the Commission on the amount a change order needs to be to require Commission approval. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Burleigh County change order form and require change

orders over \$50,000 be brought to the Commission for approval. All members present voted 'AYE'. **Motion carried.**

County Finance Director Leigh Jacobs continued a discussion on the reimbursement resolution for the Provident Building renovation and an update on the progress of the Bank of North Dakota Infrastructure Loan application. Replying to a question from Comm. Bakken, Jacobs stated that he spoke with the County's bond council and they clarified that by starting the bonding process the County is not obligated to go through with the bonds if the County changes course. Motion by Comm. Munson, 2nd by Comm. Schwab to approve the reimbursement resolution relating to the issuance bonds and the reimbursement of expenditures. All members present voted 'AYE'. **Motion carried.** Jacobs provided information on the training he attended for HB 1176 Property Tax Caps Session put on by the North Dakota Association of Counties.

Chairman Bitner continued a discussion on the Burleigh County Public Comment Policy. Discussion was had. Chair Bitner tabled this item for the next meeting to allow for changes to be made.

Commissioner Bakken started a discussion on Bismarck-Burleigh Public Health and had Public Health Director Renae Moch present information on the funding sources. Moch stated that the funding received in 2024 was Federal funding of 33%, fees collected of 20%, State funding of 11%, and what remained between the funding and expenditures is collected through the tax levy being split 25% County and 75% City of Bismarck. She presented options of what the cost share would be if the County increased their portion of public health funding. Discussion was had.

County Auditor/Treasurer Mark Splonskowski presented a request from the North Dakota Association of Counties for any Commissioners interested in serving on association committees. Chair Bitner requested this item be placed on a future meeting agenda to allow the Commissioners time to consider the positions.

In other business:

- Comm. Woodcox stated next year will be the 250th anniversary of the founding of the United States and suggested utilizing the south side of the Provident Building for a mural. Discussion was had. Chair Bitner requested this item be on the next agenda with Fort Abraham Lincoln Foundation Executive Director Aaron Barth speaking on the topic.
- Aurum Capital Ventures Land Agent Charles White spoke regarding interest to purchase 300 acres of the Missouri Valley Complex (parcel number 1990-001-001, also known as 3805 East Bismarck Expressway) for a potential data center. Discussion was had. White will present more information to the Commission at a later date.
- Comm. Woodcox made note that next Monday, June 30th, there will be a dedication of Judge Severin's court room at 4:00pm.

Meeting Adjourned.

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JUNE 2ND, 2025**

3:30 PM

The Burleigh County Commission convened pursuant to law as the County Board of Equalization.

Chairman Bitner called the Board of Equalization to order.

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

County Tax Equalization Director Al Vietmeier presented a summary of the 2025 Burleigh County Equalization Report.

An appeal was submitted by Walmart for the South Walmart location. Vietmeier recommended the Board deny this appeal due to his concurrence with the valuation of the City on the property.

Chair Bitner recessed the County Board of Equalization and convened as the Board of Equalization for the Unorganized Townships.

Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve the assessments of the Unorganized Townships. All members present voted 'AYE'. ***Motion carried.***

Chair Bitner adjourned as the Board of Equalization for the Unorganized Townships and reconvened as the County Board of Equalization.

Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve Agricultural Land values to implement North Dakota State Tax Department recommendation on the average value per acre. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Woodcox to deny Walmart's appeal and concur with the City of Bismarck's valuations. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve the assessments of the Cities of Bismarck, Regan, Wing, South Wilton, and Lincoln. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve the assessments of the Organized and Unorganized Townships. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve application for property tax exemption for improvements to commercial and residential buildings (NDCC § 57-02.2) as recommended by County Tax Equalization Director Allan Vietmeier. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve and accept the 2025 real property assessments as equalized, to authorize the County Tax Director to make corrections to property values in Burleigh County as needed, and further to adjourn sine die. All members present voted 'AYE'. ***Motion carried.***

Meeting Adjourned.

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

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

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the agenda with deleting item 8A and 9E. All members present voted 'AYE'. **Motion carried.**

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the May 15th and May 21st, 2025 special meeting minutes and May 19th, 2025 meeting minutes as well as the bills. All members present voted 'AYE'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Deborah Sukauskas, Josh Hackman, Laura Huber, James Keegan, Dale Bleeker, Valentine & Genevieve Gross, Bryon & Susan Ralph, Phyllis Walker, Donna Kemmet, Sharon Swenson, Timothy & Michelle Vanderlaan, Neal & Judith Jacobson, Richard Thronset, Roger & Elrita Nelson, Andy Schmit, Leonard & Helen Berger, Mary Martell, Charles & Gloria Olmsted, Richard & Mavis Shine abatements and the consent agenda in its entirety. All members present voted 'AYE'. **Motion carried.**

Commissioner Woodcox stated that there were some unanswered questions regarding the Sanford bond which was voted on at the last regular meeting held May 19th, 2025. Motion by Comm. Woodcox, 2nd by Comm. Munson to reconsider the Sanford bond. All members present voted 'AYE'. **Motion carried.** Todd Schaffer, President and CEO of Sanford Health's Bismarck region, explained the bond, the projects that would be funded by the bond, and he presented a FAQ sheet with additional information regarding the bond. Discussion was had. Charles Tuttle spoke against the approval of the bond. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Sanford bond. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. **Motion carried.**

County Finance Director Leigh Jacobs presented different funding options for the Provident Building remodel which were listed in the agenda packet. Jacobs stated that the three percent budget increase cap passed in North Dakota House Bill 1176 would effect the different funding options. One of the options presented was to apply for the Bank of North Dakota Infrastructure Revolving Loan at two percent interest. Discussion was had. Motion by Comm. Schwab, 2nd by Comm. Bakken to direct the Finance Department to apply for the Bank of North Dakota Infrastructure Revolving Loan. All members present voted 'AYE'. **Motion carried.** Jacobs said that if the Commission wanted to issue tax exempt bonds, a reimbursement resolution would need to be completed per Internal Revenue Service rule. Motion by Comm. Bakken, 2nd by Comm. Munson to start the process for tax exempt bonds pending verification there is no penalty for starting and then stopping the process. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. Commissioner Woodcox voted 'NAY'. **Motion carried.** Jacobs discussed the three percent cap regarding budgeting and the one percent sales tax. Chair Bitner noted that this item is to be kept on the agenda for the next regularly scheduled Commission meeting.

Chairman Bitner started a discussion on change orders for the Provident Building remodel. He stated that there is an amount built in to cover some of the contingent expenditures. Chair Bitner said that the Commission needs to come up with an amount the can be authorized for a change order without full Commission approval. Discussion was had. Chair Bitner noted that this item is to be kept on the agenda for the next regularly scheduled Commission meeting.

Chairman Bitner started a discussion on the dates for the public hearings for the resolution and plan of separating the elective office of Burleigh County Auditor/Treasurer to elective office of Auditor and appointive office of Treasurer. Motion by Comm. Woodcox, 2nd by Comm. Bakken to schedule public hearings at the next two regularly scheduled Commission meetings. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Chairman Bitner provided an update on the petition to the North Dakota Governor for removal of the Burleigh County Auditor/Treasurer. Chair Bitner said the petition had been filed with the North Dakota Attorney General on Tuesday, May 27th, 2025. He said the filed documents can be viewed on the Burleigh County website.

Chairman Bitner started a discussion on the County's public comment policy by reading a proposed policy which is included in the agenda packet. Discussion was had. Jan Wangler commented on the policy. Chair Bitner noted that this item is to be kept on the agenda for the next regularly scheduled Commission meeting.

Chairman Bitner requested information regarding a purchase inquiry for part of the Missouri Valley Complex. County Auditor/Treasurer Mark Splonskowski stated that he was waiting for information from the interested party. Chair Bitner noted that this item is to be kept on the agenda for the next regularly scheduled Commission meeting if the information becomes available.

In other business:

- Comm. Schwab said that the barriers were moved again at the bridge located 4.2 miles south of Highway 10 on 236th Street SE. County Engineer Marcus Hall stated that the County was going to be putting concrete barriers up to keep the public from accessing the unsafe bridge until its repaired.
- Comm. Woodcox stated that the Lewis & Clark walking path northwest of Bismarck had vehicles driving on it and suggested a gate be placed across it. Engineer Hall said he would look into it and provide more information at a later date.
- Comm. Bakken brought up a discussion on the Extra Territorial Area (ETA) that was brought up by the City of Bismarck Commission. He suggested that a joint meeting be held between all members of the County Commission and the City Commission to discuss the ETA with public input. Chair Bitner suggested possibly holding a special meeting with both Commissions before a meeting with public comment is allowed. Discussion was had. Chair Bitner stated an invitation to meet should be extended to the City Commission.
- Comm. Schwab referenced an incident in Kansas where people are pumping manure into the ground and wanted to make the Commission aware.

Meeting Adjourned.

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
PETITION TO REMOVE THE AUDITOR/TREASURER &
PRELIMINARY RESOLUTION FOR THE REDESIGNATION OF THE AUDITOR/TREASURER
MAY 21st, 2025**

5:00 PM

Chairman Bitner called the Burleigh County Commission special meeting to order.

A roll call of members: Commissioners Munson, Bakken, Schwab, Woodcox, and Chairman Bitner present.

Chairman Bitner started the discussion of submitting a petition to the Governor to remove Auditor/Treasurer Mark Splonskowski. Chair Bitner noted that there was information relative in the agenda packet. States Attorney Julie Lawyer presented information regarding the petition. Discussion was had. Motion by Comm. Schwab, 2nd by Comm. Woodcox to proceed with submitting of the petition for removal of the Auditor/Treasurer. Commissioners Munson, Woodcox, Schwab, and Chairman Bitner voted 'AYE'. Commissioner Bakken voted 'NAY'. ***Motion carried.***

Chairman Bitner started the discussion on the preliminary resolution for the redesignation of the Auditor/Treasurer position. Chair Bitner noted that there was information relative in the agenda packet. States Attorney Julie Lawyer presented information regarding the preliminary resolution. To correct a statement which was made at the last meeting, Lawyer clarified that the Commission can redesignate and restructure the offices during the term as long as the duration of the term or the salary of the official is not altered. She presented a schedule of the anticipated staff needed by each department effected by the redesignation and restructuring. Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve the preliminary resolution to separate the elective office of Auditor and the appointed offices of Treasurer, County Administrator, & Tax Equalization as presented. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.***

Meeting adjourned.

Mark Splonskowski, Auditor/Treasurer

Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
May 19th, 2025

5:25 PM

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda adding an item to other business per Chairman Bitner regarding public comment policy. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the May 5th, 2025 meeting minutes as well as the approval of the bills. All members present voted 'AYE'. ***Motion carried.***

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Adela Perez Diaz	2024	N5' of Lot 29, all Lot 30, S10' of Lot 31, Block 93, McKenzie & Coffin's	Error in property description	\$168,600	\$74,100
John & Sharon Fox	2023	Lot 7, Block 1, High Meadows 7th	Error in property description	\$441,600	\$404,000
John & Sharon Fox	2024	Lot 7, Block 1, High Meadows 7th	Error in property description	\$469,400	\$431,800
Michael & Rita Bartholomew	2023	Com @ pt 50' W of SE cor of Lot 3 W50' along S line of Lot 3 N70' E15' N80' to N line Lot 3 E35' along N line Lot 3 S150 to beg, Block 6, Northern Pacific	50% Homestead Credit	\$225,200	\$125,200
Michael & Rita Bartholomew	2024	Com @ pt 50' W of SE cor of Lot 3 W50' along S line of Lot 3 N70' E15' N80' to N line Lot 3 E35' along N line Lot 3 S150 to beg, Block 6, Northern Pacific	50% Homestead Credit	\$231,500	\$131,500

Verdeen Backstrom	2023	Lot 5A, Block 1, Boulder Ridge 1st Addn & undiv int in following common areas: Aud Lot B of L13, L15, Aud Lot B of L17, B1; L8 B2; L7 B3; L11 B9 & L12-13 B10	100% Homestead Credit	\$297,300	\$97,300
Verdeen Backstrom	2024	Lot 5A, Block 1, Boulder Ridge 1st Addn & undiv int in following common areas: Aud Lot B of L13, L15, Aud Lot B of L17, B1; L8 B2; L7 B3; L11 B9 & L12-13 B10	100% Homestead Credit	\$291,300	\$91,300
Jefferie Ehman	2024	Unit 4, Bldg 3112 Arrow Head Ranch, Block 2, Pebble Creek 8th, Lots 4,6,8,10, Block 1, Pebble Creek 8th Rplt & Lot 15 less Wly 148' of Sly 180', Block 2, Pebble Creek 8th	50% Homestead Credit	\$300,000	\$200,000
Eve Ann Benson	2023	Lot 5, Block 21, Wachter's 10th	50% Homestead Credit	\$338,400	\$288,400
Milt & Julie Bradford	2025	1999 Bellavista 66 x 26, serial # 670CC-99	50% Homestead Credit	\$62,600	\$31,300
Gaylynn Becker	2023	Lot 11, Block 12, Sattler's Sunrise 5th	50% Homestead Credit	\$456,700	\$406,700
Neal & Judith Jacobson	2024	Lot 13, Block 4, Wachter's 7th	50% Homestead Credit	\$137,300	\$68,650
Caleb Toman	2023	Lots 10-11 less the S4' of W40.08' of Lot 11, Block 77, William's Survey	Error in property description	\$171,100	\$141,400
Caleb Toman	2024	Lots 10-11 less the S4' of W40.08' of Lot 11, Block 77, William's Survey	Error in property description	\$172,700	\$140,600
Vernon & Darlene Bender	2023	Lot 23, Block 8, Peet's 4th	50% Homestead Credit	\$326,700	\$226,700
Ted Allen	2023	Lots 14-15 less E10' for alley, Block 3, Coffin's	100% Homestead Credit	\$146,000	\$0
Ted Allen	2024	Lots 14-15 less E10' for alley, Block 3, Coffin's	100% Homestead Credit	\$152,200	\$0

Keys Please	2023	Lot 37 Wilton Mobile Home Park, 1973 Marshfield 14 x 66	MH in unlivable condition, currently being repaired	\$7,456	\$3,728
Keys Please	2024	Lot 37 Wilton Mobile Home Park, 1973 Marshfield 14 x 66	MH in unlivable condition, currently being repaired	\$7,456	\$3,728
Franklin & Marjorie Mick	2023	Lot 12 pt of Lot 1 beg Wly cor Lot 1 Sely 52' SSEly 45.3' to Sly cor Lot 1 Nwly 94.28' to beg, Block 6, Peet's 3rd	50% Homestead Credit	\$299,500	\$199,500
Franklin & Marjorie Mick	2024	Lot 12 pt of Lot 1 beg Wly cor Lot 1 Sely 52' SSEly 45.3' to Sly cor Lot 1 Nwly 94.28' to beg, Block 6, Peet's 3rd	50% Homestead Credit	\$313,900	\$213,900
Francine Aune	2023	Lot 44, Block 1, Edgewood Village 2nd Addn	50% Homestead Credit	\$368,500	\$268,500
Francine Aune	2024	Lot 44, Block 1, Edgewood Village 2nd Addn	50% Homestead Credit	\$386,100	\$286,100
Eric & Corrine Atwood	2024	W50' of Lots 13-16 & W50' of S10' of Lot 17, Block 17, Coffin's	100% Homestead Credit	\$190,900	\$95,450
Marlys Baumann	2023	Lots 2-3, Block 3, Sonnet Heights Sub 1st Rpt & Lot 2, Block 26, Sonnet Heights Sub & W35' Vac Ottawa St Adj Unit 6 Bldg 2(B) Laguna Hills, Block 3, Sonnet Heights Sub 1st Rpt	50% Homestead Credit	\$187,200	\$0
Walter & Lea Baumgartner	2024	Lot 22 & Lot 21A, Block 1, Kilber 2nd Addn	50% Homestead Credit	\$311,200	\$211,200
John & Helen Bennett	2023	Tract M being W1/2 Lot 8, Block 28, Stein's 4th	50% Homestead Credit	\$224,700	\$124,700
Bob & Patty Gefre	2024	Unit 3335 Rolling Hills Condos I, Lot 1, Block 1, East Hills Addn Replat	50% Homestead Credit	\$341,600	\$241,600
Shaun Riveland	2024	Lot 1, Block 1, Ripplinger	80% Disabled Veteran	\$549,300	\$405,300
Douglas & Carol Alm	2023	Lot 8, Block 3, Cottonwood Lake 4th & undivided interest in Lot 32, Block 1	50% Homestead Credit	\$412,200	\$312,200

Marlene Grate	2023	Unit 8 & garage unit 1, Gateway Plaza Condos Bldg 2715, Tract 2715A, Block 2, Gateway Commons	50% Homestead Credit	\$127,700	\$63,850
Marlene Grate	2024	Unit 8 & garage unit 1, Gateway Plaza Condos Bldg 2715, Tract 2715A, Block 2, Gateway Commons	50% Homestead Credit	\$129,400	\$64,700
Bernadette Heidrich	2024	Unit 5 & garage 8, Washington Court Condos Bldg 215, Lot H of Lot 1, Block 13, Replat Homan Acres	50% Homestead Credit	\$120,800	\$60,400
Frank Benson & Janice Vigil	2023	Lot 1, Block 17, Replat Tibesar's 1st Sub	100% Homestead Credit	\$245,300	\$45,300
James Keegan	2023	Lot 15, Block 10, Jennings 2nd	50% Homestead Credit	\$184,700	\$92,350
James Keegan	2024	Lot 15, Block 10, Jennings 2nd	50% Homestead Credit	\$181,300	\$90,650

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Adela Perez Diaz, John & Sharon Fox, Michael & Rita Bartholomew, Verdeen Backstrom, Jefferie Ehman, Eve Ann Benson, Milt & Julie Bradford, Gaylynn Becker, Neal & Judith Jacobson, Caleb Toman, Vernon & Darlene Bender, Ted Allen, Keys Please, Franklin & Marjorie Mick, Francine Aune, Eric & Corrine Atwood, Marllys Baumann, Walter & Lea Baumgartner, John & Helen Bennett, Bob & Patty Gefre, Shaun Riveland, Douglas & Carol Alm, Marlene Grate, Bernadette Heidrich, Frank Benson & Janice Vigil, James Keegan abatements and the consent agenda in its entirety. All members present voted 'AYE'. **Motion carried.**

Chairman Bitner opened a public hearing for the consideration of the Sanford bonds and asked if there was a representative of Sanford present. Ronni Martin with law firm Chapman and Cutler LLP, representing Sanford as bond council, joined the meeting via Zoom and presented information regarding Sanford's plan to issue tax exempt bonds through the South Dakota Health & Educational Facilities Authority. She said a portion of these bonds would be used in facilities throughout the County. She stated there is no liability to the County for these bonds and that for Sanford to use the proceeds of tax-exempt bonds they need the public hearing for the jurisdiction to approve the financing. Martin explained the detailed use of the bond funds within the County. Charles Tuttle spoke against the Sanford bond. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Sanford bond. Commissioners Munson and Bakken voted 'AYE'. Commissioners Schwab, Woodcox, and Chairman Bitner voted 'NAY' **Motion failed.** Martin explained why the request was being made of the County versus the City of Bismarck.

Public comment was heard from Coty Sicble regarding a petition to request the Burleigh County State's Attorney to cease and desist initiating removal proceedings against the elected County Auditor/Treasurer on behalf of the County Commission. Charles Tuttle added comment. Discussion was had.

Chairman Bitner discussed the submission of a petition to the Governor for the removal of the County Auditor/Treasurer. State's Attorney Julie Lawyer stated that she had been delayed in preparing the petition in time for the agenda packet for tonight's meeting. She said that she did prepare a draft that had been emailed out to the Commission to review and discuss at the next regular Commission meeting. Motion by Comm. Munson, 2nd by Comm. Bakken to move this agenda item to the next regular Commission meeting. Commissioners Bakken and Munson voted 'AYE'. Commissioners Schwab, Woodcox, and Chairman Bitner voted 'NAY'. **Motion failed.** Motion by Comm. Woodcox, 2nd by Comm. Munson to hold a special meeting for this item on Wednesday, May 21st, 2025 at 5:00pm in the 1st Floor Conference Room instead of moving it to the next regular Commission meeting. All members present voted 'AYE'. **Motion carried.** Auditor/Treasurer Mark Splonskowski presented information regarding alleged harassment towards the Human Resources (HR) Department for request for information on documents being received by Rob Port about an investigation into the Auditor/Treasurer's Office and requested those emails become public. Splonskowski addressed a complaint that had been filed with the HR Department regarding two Commissioners being placed on the hiring panel for the Elections Coordinator.

Chairman Bitner discussed the transfer of duties of the Auditor/Treasurer. State's Attorney Julie Lawyer said that the duties can be changed through the redesignation of offices procedure, which is what the Commission is pursuing at this time. Another option would be the Commission re-write the home rule charter to assign different duties to other offices. She said neither option could take effect until the current term is over. She stated that the Auditor/Treasurer can designate responsibilities to other people but would ultimately be responsible for those duties. Chair Bitner read through a document discussing the Auditor/Treasurer's office. Charles Tuttle provided comment. Chair Bitner moved this item to the special meeting on Wednesday, May 21st, 2025.

County Extension Agent Kelsey Deckert provided information on the County's 4-H Achievement Days held from July 7th, 2025 through July 10th, 2025. She requested extension office closures due to the event for the afternoons of July 7th & 8th and all day on July 9th & 10th. Motion by Comm. Schwab, 2nd by Comm. Munson to approve the closures of the County Extension Offices in the afternoon on July 7th & 8th and closing all day on July 9th & 10th. All members present voted 'AYE'. **Motion carried.**

County Sherriff Kelly Leban requested the approval of the amendment to the 2024/2025 ND DOT Traffic Safety Grant. This amendment to the grant is for an additional \$2,000 for Impaired Driving Enforcement overtime. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the amendment to the ND DOT Traffic Safety Grant. All members present voted 'AYE'. **Motion carried.**

County Engineer Marcus Hall presented a resolution to waive the pavement policy, at this time, for the proposed plat for Evaristo & Villegas Cruz (Cruz Subdivision). Motion by Comm. Munson, 2nd by Comm. Bakken to approve the resolution to waive the pavement policy, at this time, for the proposed plat for Evaristo & Villegas Cruz (Cruze Subdivision). All members present voted 'AYE'. **Motion carried.**

Engineer Hall presented the Township Road mileage breakdown to be submitted to the State annually. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the Township Road mileage breakdown and authorize Chairman Bitner to sign the required State forms. All members present voted 'AYE'. ***Motion carried.***

County Facilities Director Bob Hook presented the bids for the boiler replacement. Hook stated that the low bid received was from Corval Construction, Inc. of \$720,000. Motion by Comm. Woodcox, 2nd by Comm. Munson to accept the low bid from Corval Construction, Inc. of \$720,000. All members present voted 'AYE'. ***Motion Carried.***

County Human Resources Director Pam Binder presented a review of the County health insurance program. She stated that the Health Insurance Committee recommended an eight percent increase for insurance premiums in 2026, a \$700,000 transfer to the general fund from the health insurance appropriation account, and a \$1,000,000 transfer to the health insurance plan from the health insurance appropriation account. Binder said these transfers are necessary to correctly account for interest earned. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve an eight percent health insurance premium increase for the 2026 plan year, approve the transfer of \$700,000 from the health insurance appropriation (loan) account back into the general fund, and transfer the remaining balance of \$1,000,000 into the health insurance plan directly to add to the plan reserves for clarification of recordkeeping for interest earned on the plan reserves. All members present voted 'AYE'. ***Motion carried.***

County Finance Director Leigh Jacobs gave an update on the processing of the Primary Residence Credit (PRC). He stated that money had to be returned to the State for PRC exceptions. Jacobs said an example of an exception would be a person receiving the PRC and then later applying for the Homestead Credit (HC) which zeroed out the tax liability resulting in no taxes owed. This would result in zero dollars remaining to be covered by the PRC since the HC gets applied before the PRC. This money would need to be returned to the State. He said the money has already been returned to the state for real estate property exceptions. Regarding mobile homes, Jacobs stated that the amounts refunded by the County was the amount paid, with or without the discount, if it was under the \$500 cap. He said the States guidance was to refund the full consolidated tax amount as long as it was \$500 or less and that the County had to send out refund checks to the mobile home owners to cover that difference. Discussion was had.

Finance Director Jacobs discussed investment documentation. He stated that the Finance Department recommended an investment checklist to the Investment Committee and suggested they adopt it into the County's investment procedure, however, the checklist was never used. Jacobs discussed items that were on the checklist that were not being done in the Auditor/Treasurer's office as well as a CD that automatically renewed. Auditor/Treasurer Mark Splonskowski spoke regarding the automatically renewed CD and the Auditor/Treasurer's office procedures for investments. Discussion was had regarding a series of investments that were to be made on a staggered basis.

County Auditor/Treasurer Mark Splonskowski stated that there had been an inquiry into the possibility of a purchase of part of the Missouri Valley Complex property. Discussion was had and the Commission

requested that any inquiry of this nature in the future be brought directly to the attention of the portfolio holder and the Commission. Consensus amongst the Commission was to find out more about the potential offer that was made regarding a purchase of a part of the Missouri Valley Complex property.

Auditor/Treasurer Splonskowski asked for direction on the formation of the Budget Committee and the meeting dates. Chair Bitner stated that the Budget Committee would be made up of the Auditor/Treasurer, Finance Director, and the Human Resources Director. Comm. Woodcox and Comm. Munson volunteered to serve on the Committee.

Auditor/Treasurer Splonskowski gave an update on the parking lot transfer, recommending that the County take the funds from the specials account and transfer them to the parking lot fund to make it whole. The County would then transfer that balance over to the general reserve fund and close both of those funds. Deputy Finance Director Taylor Schmidt added information to the discussion. Motion by Comm. Bakken, 2nd by Comm. Munson to transfer the funds from the specials account to the parking lot account and then transfer the account balance to the general reserve fund then closing both funds. All members present voted 'AYE'.
Motion carried.

Auditor/Treasurer Splonskowski made note of an item not on the agenda for informational purposes. There was a resignation on the Burleigh County Housing Authority; thus, the County will be opening up the application process for that auxiliary board position.

In other business:

- Chair Bitner presented and read a proposed policy for public comment procedures and asked the Commission to give their input for the draft. Chair Bitner requested this item be placed on the agenda for the next regular meeting.

Meeting Adjourned.

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
PROVIDENT BUILDING REMODEL
MAY 15th, 2025**

1:30 PM

Chairman Bitner called the Burleigh County Commission special meeting to order.

A roll call of members: Commissioners Munson, Bakken, Schwab, and Chairman Bitner were present along with Commissioner Woodcox via phone.

Alicia Fadley and Dan Schaff from HTG Architects presented information about the bids that were received for the Provident Building renovation. Fadley listed the low bids for the project. The low bid for general contractor was Northwest Contracting at \$4,969,100 with the alternate bid of solid surface instead of quartz saving \$65,000. The low bid for the re-roofing was Herzog Roofing, however the roof had a re-coating about a year ago and does not need to be done at this time. The low bid for the asbestos abatement was Horsley Specialties at \$322,795. The low bid for mechanical and plumbing was H.A. Thompson & Sons at \$8,372,000. The low bid for the electrical was Skeel's Electric at \$2,923,459. Schaff stated the overall cost of the project will be \$16,587,354. Discussion was had. Motion by Comm Schwab, 2nd by Comm. Bakken to approve the low bids of Northwest Contracting, Horsley Specialties, H.A. Thompson & Sons, and Skeel's Electric for the remodeling of the Provident Building. Discussion was had on the funding for the project and possible financing. Fadley stated that the project would take two to two and a half years to complete in two large phases. Commissioners Bakken, Schwab, Woodcox and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion Carried.***

Meeting adjourned.

Mark Splonskowski, Auditor/Treasurer

Brian Bitner, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
May 5th, 2025**

5:07 PM

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

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

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

Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the April 21st, 2025 meeting minutes as well as the approval of the bills. All members present voted 'AYE'. ***Motion carried.***

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Robert Berger	2024	Lot 14, Block 14, Casey's 3rd	Error in property description	\$234,300	\$220,300
Sarah Nicole Hsu	2024	Lots 11-12 & E85' of Lot 13, Block 24, Fisher	90% Disabled Veteran	\$123,700	\$87,700
Judith Idol	2024	Lot 9, Block 1, Southland Addn	100% Homestead Credit	\$364,100	\$164,100
Michael & Bonnie Aide	2023	Lot 10, Block 1, South Meadows Addn 1st Replat	50% Homestead Credit	\$291,400	\$191,400
Michael & Bonnie Aide	2024	Lot 10, Block 1, South Meadows Addn 1st Replat	50% Homestead Credit	\$304,500	\$204,500
Wayne & Mary Jane Jensen	2023	2006 Champion 56 X 32, vin # 0506D7209193AB	100% Homestead Credit	\$99,008	\$0
Frances Moch	2025	1993 Schult 16 x 76, serial # M261473	100% Homestead Credit	\$29,087	\$0
David Vanderkinter	2025	1963 Marshfield 64 x 12	100% Disabled Veteran	\$6,128	\$0
Curtis & Nannette Johnson	2023	Lots 1-2, Block 10, McKenzie's	50% Homestead Credit	\$210,600	\$110,600

Curtis & Nannette Johnson	2024	Lots 1-2, Block 10, McKenzie's	50% Homestead Credit	\$221,600	\$121,600
			100%		
Cynthia Russell	2024	N3' of Lot 23 & all Lot 24, Block 8, Marian Park 1st	Homestead Credit	\$232,100	\$132,100
			100%		
Charles Russell	2024	Lot 35, Block 23, Southwood Terrace 2nd Rep	Homestead Credit	\$269,800	\$169,800
Connie Heer	2024	Lot 2B of Lot 2, Block 2, Kilber North Addition	50% Homestead Credit	\$209,200	\$109,200

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Robert Berger, Sarah Nicole Hsu, Judith Idol, Michael & Bonnie Aide, Wayne & Mary Jane Jensen, Frances Moch, David Vanderkinter, Curtis & Nannette Johnson, Cynthia Russell, and Connie Heer abatements and the consent agenda in its entirety. All members present voted 'AYE'. ***Motion carried.***

Chairman Bitner started a discussion regarding a parking lot that the County had sold and the account associated with it. Deputy Finance Director Taylor Schmidt stated that the County had received property tax statements with specials balances, unrelated to the parking lot, totaling approximately \$91,000. He said the County paid the specials out of the unused parking lot fund (leaving a negative balance) and that the specials should have been paid from the specials account directly and the funds should have been transferred from the parking lot fund. Schmidt said that the account was to be closed per a motion of the Commission from February 2024 and that it can't be done until the negative balance is fixed. Auditor/Treasurer Mark Splonskowski added that the specials should have been paid from the specials account with the transfer of monies from the parking lot fund. Chair Bitner requested this item be placed on the agenda for the next meeting and for recommendations to be made to fix the negative cash balance in the parking lot fund.

Chairman Bitner said that the County had a situation with the Primary Residence Credit (PRC) where the County received payment from the State on March 28th, 2025, and the County apportioned the funds in late April. State law states that the funds had to be apportioned to the other taxing entities within fourteen days. Chair Bitner said the interest that the County earned on the PRC funds needs to be disbursed to the other taxing entities for the time the apportionment was delayed. Auditor/Treasurer Splonskowski stated that the apportionment for the PRC has been done and the refund checks for mobile homes have been sent out. He said that he would be working with the Finance Department on getting the interest earnings sent out to the other taxing entities. Splonskowski advised the other taxing entities that they would be receiving a second round of apportioning for the remainder of April on the normal schedule. He said that he was not aware of the deadline and that the PRC has been a moving target due to poor communication from the State.

Chairman Bitner started a discussion on submitting a petition to the Governor to remove Auditor/Treasurer Mark Splonskowski. He requested any input on or additions to the States Attorney's rough draft of the petition. States Attorney Julie Lawyer said she drafted the petition to show an example of what a petition would look like and reminded the Commission that it was a very rough draft. She gave a walk-through of the process of submitting the petition through the point the decision is made by the Governor. Chair Bitner requested that

the Commission work with the States Attorney on the draft petition and requested this item be put on the agenda for the next meeting. He said the Finance Department would be putting together numbers relevant to the petition and those are to be given to the States Attorney to aid in the preparation of the petition. Chair Bitner stated that there were at least three occasions where the Auditor's Office has not followed State law, including the lawsuit filed against the State regarding elections, the delay in the apportionment of the PRC, and the delay in sending tax documents to election workers which was not consistent with Federal law. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the petition as submitted. Motion by Comm. Munson, 2nd by Comm. Woodcox to amend the motion to give the States Attorney's Office two weeks, till the next meeting, to create the final draft petition for Commission approval. Commissioners Woodcox, Schwab, Munson, and Chair Bitner voted 'AYE'. Commissioner Bakken voted 'NAY'. **Motion carried.** The original motion, as amended, made by Comm. Woodcox, 2nd by Comm. Munson to give the States Attorney's Office two weeks, till the next meeting, to create the final draft petition for Commission approval. Commissioners Woodcox, Schwab, Munson, and Chair Bitner voted 'AYE'. Commissioner Bakken voted 'NAY'. **Motion carried.**

Chairman Bitner started a discussion on the preliminary resolution for the redesignation of the Auditor/Treasurer position. States Attorney Julie Lawyer stated that the draft resolution presented was a very rough draft and provided a basic outline regarding the reorganization of the office with the Treasurer being appointed and specifically being tasked with the financial responsibilities. She said that an appointed Treasurer would go through the normal hiring process through Human Resources. Lawyer stated that the resolution would have the same effective date as the original and would include the re-organization of the office. Since the responsibilities of the overall office are not changing and no officers are being removed the plan can take effect before the end of the current term. She said that with this resolution, the term of a sitting officer and the correlating salary cannot be changed before the end of the term. Lawyer mentioned that she had additionally included the separation of the Tax Equalization Office in the resolution. She said that an analysis of the re-organization would be done as part of the plan. Discussion was had. Chair Bitner requested this item be placed on the agenda for the next meeting

County Engineer Marcus Hall presented a petition to vacate a section line and requested a public hearing be held. The petition was filed by Wachter Development, Inc and is in the Promontory Point VI Addition. Discussion was had. Chair Bitner opened the public hearing. A representative of Swenson, Hagen, & Co. provided some additional information on vacating the section line. Chair Bitner closed the public hearing. Motion by Comm. Bakken, 2nd by Comm. Munson to vacate the section line with roads in place for the public benefit. All members present voted 'AYE'. **Motion carried.**

Ronni Martin with law firm Chapman and Cutler LLP, representing Sanford as bond council, joined the meeting via Zoom and presented information regarding Sanford's plan to issue tax exempt bonds through the South Dakota Health & Educational Facilities Authority. She said a portion of these bonds would be used in facilities throughout the County with a list of those facilities having been provided. Martin stated that upon the adoption of the resolution, a public notice would be published, and a request of a public hearing would be made of the Commission. She said there is no liability to the County for these bonds and that for Sanford to use the proceeds of tax exempt bonds they need the public hearing for the jurisdiction to approve of the

financing. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the resolution requesting for a public hearing at the next scheduled meeting. All members present voted 'AYE'. **Motion carried.**

County Planning Director Mitch Flanagan presented an ordinance to amend and re-enact Article 8 of the 1972 Amended Zoning Ordinance of Burleigh County, North Dakota relating to Section 30 Data Centers. He presented information relating to the special use permit fees for the building of a data centers. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Bakken to make the maximum amount of a special use permit for data centers to be \$250,000 along with changes to the language based off of the suggestion of the States Attorney. Commissioners Woodcox, Munson, Bakken, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. **Motion carried.** Discussion was had regarding the decommissioning plan contained within the ordinance. Motion by Comm. Munson, 2nd by Comm. Bakken to change the monies allocated for the decommissioning plan to seventy-five percent of construction cost with the ability to evaluate it through the special permit process. Commissioners Woodcox, Munson, and Bakken voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.** Motion by Comm. Munson, 2nd by Comm Bakken to approve the ordinance, with the changes made, to amend and re-enact Article 8 of the 1972 Amended Zoning Ordinance of Burleigh County, North Dakota relating to Section 30 Data Centers. Commissioners Woodcox, Munson, Bakken, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. **Motion carried.**

County Finance Director Leigh Jacobs presented information on the Burleigh-Morton Detention Center sales tax bond escrow agreement. In the agenda packet, Jacobs stated that there was an amendment to the joint powers agreement with Morton County which fixes the ownership percentages determined by payments. He said the final ownership shares of the building were Burleigh County with 83.07% and Morton County with 16.93% with different ratios for operations, land, and maintenance. Jacobs presented the escrow agreement and said the County had enough money to pay off the bonds so we will deposit those into the escrow account and the County's Trust Officer will make the future escrow payments. He listed items that were in the escrow agreement; the \$95,000 construction fund will be released to Burleigh County and any extra in the escrow fund will be returned at the same ratio. Jacobs requested the approval of the resolution. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the resolution providing for the bond redemption and authorizing end of Detention Center sales tax. All members voted 'AYE' **Motion carried.**

County Human Resources Director Pam Binder presented the 2024 Burleigh County Human Resources Report with turnover analysis. She noted that the turnover rate for the County showed cyclical patterns over the last ten years and that the ten year low was 2019 at 15% and the high was 22% in 2023 and 2024. Binder gave more information on the turnover of the County and discussed the presentation included in the agenda packet.

Human Resources Director Binder stated the department heads had met and come up with three options for the 2026 employee increase projections for the Commissions review. The recommendation was one step & two percent cost-of-living adjustment (COLA) with other options being one step & one percent COLA and two percent COLA. Discussion was had and a consensus of the Commission was to proceed with the one step and two percent COLA (approximately four and a half percent) for budgeting purposes.

Human Resources Director Binder presented an updated Leave Sharing Policy for the Commissions review. She said that the policy needed to clarify that employees must not be in their probationary period to participate in leave sharing and that the policy needed to be revised to reflect the Family Medical leave Act provisions. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the updated County Leave Sharing Policy. All members present voted 'AYE'. **Motion carried.**

County Auditor/Treasurer Mark Splonskowski presented the bids received for the delineation of the wetlands at the Missouri Valley Complex (MVC). The County received four bids with the lowest bid being Moore Engineering. Motion by Comm. Munson, 2nd by Comm. Bakken to accept the bid from Moore Engineering of \$7,000 for the delineation of the wetlands at the MVC. Commissioners Bakken, Munson, Woodcox, and Schwab voted 'AYE'. Chairman Bitner voted 'NAY'. **Motion carried.** Comm. Munson asked the Commission if the cost should come out of the MVC operating or reserve fund with the operating fund being chosen. Motion by Comm. Munson, 2nd by Comm. Bakken to amend the aforementioned motion to use the operating fund for the expense. Commissioners Bakken, Munson, Woodcox, and Schwab voted 'AYE'. Chairman Bitner voted 'NAY'. **Motion carried.** Splonskowski presented one bid for the farmland at the MVC from DJ Coleman. Motion by Comm. Bakken, 2nd by Comm. Munson to accept the bid from DJ Coleman for the farmland at the MVC. All members present voted 'AYE'. **Motion carried.** Splonskowski stated that no bids for the hay land at the MVC were submitted, however, the gentleman who previously hayed the land had not been able to get a bid in and contacted Splonskowski saying that he would like to continue haying it. Motion by Comm. Munson, 2nd by Comm. Bakken to renew his contract for the next three years. All members present voted 'AYE'. **Motion carried.**

In other business:

- Comm. Bakken requested an update on the Summit Carbon Solutions Pipeline. States Attorney Julie Lawyer stated that there was a motion to dismiss filed by Summit Carbon Solutions and the County is just waiting for the Judge's order.
- Comm. Bakken noted that the County is ready to start taking applications for the citizen weed board. Comm. Schwab said that Weed Officer Johnson was not ready for this and that he is not sure a citizen weed board is needed.
- Comm. Woodcox inquired about where the County was in the budget process. Auditor/Treasurer Splonskowski stated that the budget worksheets had been sent out to the department heads and that the Commission needs to decide if the County is going to have a Budget Committee this year and if so, should he go ahead and start scheduling those meetings. The consensus amongst the Commissioners was to continue with the Budget Committee.

Meeting Adjourned.

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
APRIL 21st, 2025**

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

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

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

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the April 7th, 2025 meeting minutes as well as the approval of the bills. Comm. Schwab, Bakken, Munson, Woodcox, and Chair Bitner voted 'AYE'. ***Motion carried.***

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Talon Bitz	2024	Lot 18, Block 7, Casey's 2nd	Error in property description	\$282,800	\$264,300
Delano & Lorene Balkowitsch	2023	Lot 8, Block 1, Elk Ridge Addn	Error in property description	\$665,300	\$585,300
Delano & Lorene Balkowitsch	2024	Lot 8, Block 1, Elk Ridge Addn	Error in property description	\$698,100	\$618,100
William & Laurie Mulnix	2024	Unit 623 Ave C Townhouses, N1/3 of Lot 7 & all Lot 8, Block 10, Northern Pacific	90% Disabled Veteran	\$19,240	\$9,620
Wanda Lamontagne	2024	S2' of Lot 3 & all Lot 4, Block 9, Southwood Terrace	100% Disabled Veteran	\$295,700	\$115,700
Patricia Trottier	2023	Tract 3281 of Lot 5, Block 3, Haycreek Meadows	100% Disabled Veteran	\$251,600	\$71,600
Patricia Trottier	2024	Tract 3281 of Lot 5, Block 3, Haycreek Meadows	100% Disabled Veteran	\$258,700	\$78,700
Gary Quinlen	2024	Lot 2, Block 2, Promised Land	90% Disabled Veteran	\$254,800	\$173,800
John Jacobson	2024	W1/2 of S1/2 of E 1 acre of Aud lot 7 less S33', Block 7, Park Hill (Aud Lots)	100% Homestead Credit	\$193,800	\$64,600

Derald Horn Sr	2025	1982 Champion 48 x 24, serial # 0520028664	50% Homestead Credit	\$14,462	\$7,231
Thomas & Doris Weiss	2025	2002 Schult 60 x 27, serial # R308263AB	50% Homestead Credit	\$67,018	\$33,509
Deborah Frank	2023	Unit 13, South Aires Condo, S76' of Lot 2, all Lot 3 & N34' of Lot 4, Block 17, Wachter's 2nd	50% Homestead Credit	\$97,200	\$48,600
Darwin & Laura Lee	2023	Lot 1, Block 9, Riverview	50% Homestead Credit	\$190,800	\$95,400
Darwin & Laura Lee	2024	Lot 1, Block 9, Riverview	50% Homestead Credit	\$195,500	\$97,750
Michael & Mary Sahli	2023	Lot 35, Block 5, Eastside Heights	50% Homestead Credit	\$295,200	\$195,200
Michael & Mary Sahli	2024	Lot 35, Block 5, Eastside Heights	100% Homestead Credit	\$303,400	\$103,400
Randy & Lori Smith	2025	1992 Guerdon Americana 26 x 60, serial #41926814A	50% Disabled Veteran	\$39,780	\$19,890
Timothy & Regina Davidson	2025	2017 Friendship Showcase 28 x 56, serial #FMT410MN17-50733A1B	50% Homestead Credit	\$99,882	\$49,941
Sharon Litton	2024	Lotb 48, Block 5, Falconer Estates	100% Homestead Credit	\$723,700	\$523,700
Darlene Osborn	2023	SE1/4 35-142-78	100% Homestead Credit	\$93,600	\$0
Darlene Osborn	2024	SE1/4 35-142-78	100% Homestead Credit	\$93,600	\$0
Cynthia Landenberger	2024	Part Lot 1 S200' of N300' of Wly 200', Block 1, Johnson's 2nd	50% Homestead Credit	\$271,200	\$171,200
Jeffery & Victoria Haas	2023	Unit 4 & garage 4 (bldg 872) San Angelo Dr Condo Assoc, Lots 3-5, Block 2, Cottonwood Lake 5th	50% Homestead Credit	\$196,000	\$98,000
Betty Eggers	2023	Lot 3, Block 9, Gateway Addition	50% Homestead Credit	\$280,100	\$180,100
Betty Eggers	2024	Lot 3, Block 9, Gateway Addition	50% Homestead Credit	\$296,100	\$196,100
Rodney Poppinga	2023	Lot 3, Block 1, Lemieux	100% Homestead Credit	\$261,100	\$61,100
Rodney Poppinga	2024	Lot 3, Block 1, Lemieux	100% Homestead Credit	\$276,400	\$76,400
Dale & Judith Naben	2023	Lot 18, Block 1, Southland Addn	50% Homestead Credit	\$510,000	\$410,000

Dale & Judith Naben	2024	Lot 18, Block 1, Southland Addn	50% Homestead Credit	\$536,200	\$436,200
James Schneider; Robert & Michelle Schneider	2024	Lot 9 & N18' of Lot 10, Block 83, William's Survey	100% Homestead Credit	\$120,600	\$80,400
Hermenegilda Berg	2024	Unit 5 & garage G-5 Fox Hill Condos, Lot 1, Block 1, Replat L10 B1 North Hills 1st	100% Homestead Credit	\$89,800	\$0
Michael John Nagel	2024	Lot 2, Block 4, Marian Park 2nd	100% Homestead Credit	\$225,700	\$25,700
Pat Tidball	2024	1973 Western 14 x 68, serial # 73470118W	100% Homestead Credit	\$7,311	\$0
Margaret Wald	2024	Lot 16, Block 5, East View	100% Homestead Credit	\$210,500	\$10,500
Harlin & Marilyn Miller	2024	Beg on W line 295'S & 125'E of NW cor, E75' N95' W75' to beg, Block 6, Lincoln	100% Homestead Credit	\$229,800	\$29,800

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Talon Bitz, Delano & Lorene Balkowitsch, William & Laurie Mulnix, Wanda Lamontagne, Patricia Trottier, Gary Quinlen, John Jacobson, Derald Horn Sr, Thomas & Doris Weiss, Deborah Frank, Darwin & Laura Lee, Michael & Mary Sahli, Randy & Lori Smith, Timothy & Regina Davidson, Sharon Litton, Darlene Osborn, Cynthia Landenberger, Jeffery & Victoria Haas, Betty Eggers, Rodney Poppinga, Dale & Judith Naben, James Schneider; Robert & Michelle Schneider, Hermenegilda Berg, Michael John Nagel, Pat Tidball, Margaret Wald, Harlin & Marilyn Miller abatements and the consent agenda in its entirety. All members present voted 'AYE'. ***Motion carried.***

County Sheriff Kelly Leben presented the quarterly report on the Burleigh Morton Detention Center (BMDC). Leben discussed the population numbers for the detention center and said that the current daily population is 290. He stated in the first quarter of 2025, the BMDC has had billings of \$876,236 and comparatively the first quarter of 2024 was \$591,337 and the first quarter of 2023 was \$558,860. In 2024, the BMDC billings ended at \$2,591,063 and in 2023 approximately \$1,900,00. Leben said that the BMDC should have approximately \$3,500,000 in billings by the end of 2025. He discussed involvement with the legislature on the bill affecting the 24/7 Program and how the fees are paid being either by the participant or waived by the courts putting the costs on the County taxpayers. Leben then stated that the BMDC is on a continuous hiring cycle and that five to eight positions constantly turn over. He mentioned that there is the potential for additional bed space contracts that would require extra staff, but then that would not be hired until the contracts guaranteeing the income were signed.

County Human Resources Director Pam Binder presented information on the need and selection of a new human resources information system (HRIS), payroll, and timekeeping software. Binder discussed Infinite Visions, the current HRIS and payroll software, and how it is not meeting the needs of the County even though an update was done this year to enhance its abilities. A request for proposal was done last year for

new software and Infinite Visions, Paylocity, and ADP were the bidders. Negotiations took place with Paylocity and ADP who came in close together in price and Paylocity presented the better ending quote. Binder stated that Paylocity has all the components that are needed to benefit the County. Discussion was had. Motion by Comm. Schwab, 2nd by Comm. Munson to accept Paylocity as the new payroll, HRIS, timekeeping, and benefits administration software vendor for Burleigh County and the accept the Paylocity proposal and implementation guideline for an October 2025 start date. All members voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented a consideration to approve a special use permit for a manufactured home to be used as office space. He stated that the manufactured home is not big enough to be legally allowed for a residence and must be used as office space only. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the special use permit for Jason & Jenny Schatz for the placement of a manufactured home to be used as office space and the installation of a septic system as discussed. All members voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a consideration to approve Article 8 Section 30 to allow data centers within I-Districts. This ordinance is regarding data centers using more than 50 megawatts. Discussion was had. States Attorney Julie Lawyer made some recommendations to amend the ordinance. Motion by Comm. Munson, 2nd by Comm. Bakken to table this item until the next meeting to give Lawyer time to review. All members present voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a need to develop a zoning ordinance amendment to establish a framework for the evaluation and siting of battery energy storage system (BESS) facilities and the recommendation of a resolution of a BESS moratorium. This moratorium would allow the time to develop the zoning ordinance amendment. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve a moratorium on BESS facilities for up to a year. All members voted 'AYE'. ***Motion carried.***

Commissioner Munson noted that a discussion on a fireworks ban for the County might be needed if the current burn restrictions continues or escalates into a burn ban. States Attorney Lawyer stated the penalties for violating a burn ban is a Class B misdemeanor with a fine up to \$1,500 and/or up to thirty days in jail. She also stated that if there is a fire resulting from a burn ban violation there could be different charges and higher penalties.

Commissioner Munson presented information on the Bismarck-Burleigh Public Health Department and recommendations he has regarding it. He stated that public health is the responsibility of the County and not the City of Bismarck even though the County only pays twenty-five percent of the public health budget. Munson would like the contribution of the County increased to over fifty percent by increasing it slowly each year as to not put a huge draw on the County budget; to gain a controlling interest and more influence on the operations of the public health unit. He provided documentation on the required functions of public health per the North Dakota Century Code and other functions that are offered and how they are paid for.

Commissioner Munson presented an update to the commission on the proposed sizes of the buildings to be included in the Ag & Equestrian Center.

Chairman Bitner continued the discussion on County investments and stated that there was an investment transaction that had some complications due to a unexpected fee in the account. County Finance Director Leigh Jacobs came forward and provided an explanation of what happened and how it was corrected. Chair Bitner then asked States Attorney Julie Lawyer about the ability of transferring job duties from the Auditor's Office to the Finance Department. Lawyer stated that the process to transfer job duties would be the same as the resolution to change the Auditor/Treasurer to an appointed position. He stated that this be a part of further discussion.

Chairman Bitner continued the discussion regarding the Auditor/Treasurer and noted that the Commission can alter the position through modifying the preliminary resolution. He said that the board should make a motion to direct the States Attorney to start the process in removing the Auditor/Treasurer from office and then make modifications to the preliminary resolution to remove the investment decisions from the Auditor. Chair Bitner stated those investment decisions should be temporarily placed on the Finance Department until a qualified Treasurer is appointed. He said once these changes are made then the salary of the elected Auditor should be adjusted to reflect the changes in duties. Chair Bitner said that the documentation he had on the Auditor/Treasurer along with a rollup of the public hearing, rollup of the online forum, the NDCC Auditor and Treasurer duties, and more were analyzed by the committee and they agreed with the options presented at the April 7th, 2025 commission meeting being to redesignate the Auditor/Treasurer to appointed by resolution or separating the positions of Auditor and Treasurer into two or more elected or appointed positions by resolution. States Attorney Julie Lawyer discussed the findings and opinions of the committee. She also stated that the committee had discussed putting all the documents on the County website for the public to view. Chair Bitner recommended the Commission move forward with petitioning the Governor's Office for removal of the current Auditor/Treasurer and Comm. Woodcox agreed. Motion by Comm. Woodcox, 2nd by Comm. Munson to proceed with the process of removal of the current Auditor/Treasurer. Lawyer presented the process of petitioning the Governor for the removal of the Auditor/Treasurer from office. Revised motion by Comm. Woodcox, 2nd by Comm. Munson to table the discussion on petitioning the Governor for the removal of the Auditor/Treasurer. Commissioners Woodcox, Schwab, Bakken, and Munson voted 'AYE'. Chairman Bitner voted 'NAY'. **Motion carried.** Motion by Comm. Woodcox, 2nd by Comm. Munson to proceed with having States Attorney Lawyer draft up the resolution to split the positions of Auditor and Treasurer. All members present voted 'AYE'. **Motion carried.**

In other business, Comm. Schwab stated that there has been excessive garbage in the ditches. States Attorney Julie Lawyer listed the penalties of littering as \$200 for up to a square foot of refuse and if the dumped items are over a square foot then it's a Class B misdemeanor. She also stated that the penalties can't be heightened because they can't exceed what the state has set. Comm. Schwab said that he had drafted a letter to find out why Ducks Unlimited can tell the County if they can build a road. Chair Bitner mentioned other points that should be included in the letter regarding wetland mitigation. County Engineer Marcus Hall came up and spoke on the topic and said once the draft letter is complete it will be brought to the Chairman to sign. Discussion was had. The consensus amongst the commission was to update the letter Comm. Schwab drafted with the amendments that Chair Bitner recommended and sending the letter to the State Senators and Representative. Comm. Schwab stated that the Highway Department was instructed by Apple Creek Township to put up road restriction signs in Lincoln whom he says is targeting a specific

company. States Attorney Lawyer stated that there is no effective law for Apple Creek Township to require that signs be put up. Engineer Hall spoke on the topic. Discussion was had. Chair Bitner stated that more discussion would be had once the States Attorney is able to do more research on the topic.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
APRIL 7th, 2025**

5:00 PM

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

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the agenda with moving item eight to item seven, item sixteen to item eight, item fourteen to item nine, and moving item fifteen to the next meeting. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the amended December 16th, 2024 meeting minutes and the March 17th, 2025, March 22nd, 2025, March 29th, 2025, and April 2nd, 2025 meeting minutes as well as the approval of the bills. Comm. Schwab, Bakken, Munson, and Chair Bitner voted 'AYE'. Comm. Woodcox voted 'NAY'. ***Motion carried.***

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Ida & Benjamin Erickson	2023	Lot 3, Block 2, East Valley Estates	100% Disabled Veteran	\$403,400	\$331,400
James & Marie Mills	2024	Auditor's Lot 8 in SW1/4, Section 17, Apple Creek Township	Error in property description	\$193,600	\$167,600
New Fortune Real Estate LLC	2023	Lot 8, Block 12, Riverview	Error in property description	\$347,900	\$280,200
New Fortune Real Estate LLC	2024	Lot 8, Block 12, Riverview	Error in property description	\$345,700	\$280,200
Tyler Maher	2024	Lot 3, Block 6, Boulder Ridge 2nd Addn, plus undiv. Interest in common areas	90% Disabled Veteran	\$406,800	\$285,300
Richard & Marilyn Strom	2023	Lot 8, Block 7, Wheatland Hills	50% Homestead Credit	\$253,600	\$153,600
Richard & Marilyn Strom	2024	Lot 8, Block 7, Wheatland Hills	50% Homestead Credit	\$270,700	\$170,700
Cecil & Darcie Uglow	2023	Lot 10, Block 3, Replat of Calkins	50% Homestead Credit	\$168,900	\$84,450

Cecil & Darcie Uglow	2024	Lot 10, Block 3, Replat of Calkins	50% Homestead Credit	\$168,300	\$84,150
Kevin Murschel	2023	S20' of Lot 1 Unit C, Block 2, Arman	50% Homestead Credit	\$167,400	\$83,700
Kevin Murschel	2024	S20' of Lot 1 Unit C, Block 2, Arman	100% Homestead Credit	\$175,600	\$0
Donavon Hatzenbuhler	2024	Unit 114 Pinecrest Condo, Lots 9-12 & W10.2' of Lot 13, Block 14, Wachter's 2nd	50% Disabled Veteran	\$105,300	\$52,650
Tanner & Ashley Russell	2024	Lot 2, Block 9, Washington Heights 2nd	50% Disabled Veteran	\$350,700	\$260,700
Wayne & Sharon Keeler	2025	2011 28 x 56, ser #220AB	50% Homestead Credit	\$90,709	\$45,355
Darlene Kelley	2023	Lot 10, Block 3, Jennings 1st	100% Homestead Credit	\$223,400	\$23,400
Darlene Kelley	2024	Lot 10, Block 3, Jennings 1st	100% Homestead Credit	\$229,600	\$29,600
Roberta Nelson	2023	Lot 3, Block 7, Wachter's 6th	50% Homestead Credit	\$274,000	\$174,000
Eric Juno	2024	1971 Townhouse Rollohome 66 x 14	Mobile home removed from lot in 2024	\$7,288	\$0
Eric Juno	2025	1971 Townhouse Rollohome 66 x 14	Mobile home removed from lot in 2024	\$7,288	\$0
Timothy Keller	2024	1972 Schult 58 x 14, VIN #I109723	Mobile home removed from lot in 2024	\$6,428	\$0
Timothy Keller	2025	1972 Schult 58 x 14, VIN #I109723	Mobile home removed from lot in 2024	\$6,428	\$0
Virgil Kuntz	2024	1970 Star 64 x 14	Mobile home removed from lot in 2024	\$7,169	\$0
Virgil Kuntz	2025	1970 Star 64 x 14	Mobile home removed from lot in 2024	\$7,169	\$0
Marriah Potter	2023	1970 Kenwood 66 x 14, VIN #R321	Mobile home removed from lot in 2023	\$7,288	\$0

Marriah Potter	2024	1970 Kenwood 66 x 14, VIN #R321	Mobile home removed from lot in 2023	\$7,288	\$0
Marriah Potter	2025	1970 Kenwood 66 x 14, VIN #R321	Mobile home removed from lot in 2023	\$7,288	\$0
Derle Marchus	2024	1977 Rollohome 66 x 14, VIN 31802	Mobile home removed from lot	\$8,285	\$0
Derle Marchus	2025	1977 Rollohome 66 x 14, VIN 31802	Mobile home removed from lot	\$8,285	\$0
Claudine Pochant	2025	1998 Schult 16 x 76, serial #R280513	50% Homestead Credit	\$36,675	\$18,337
Marvin Herauf	2025	1979 Atlantic 56 x 24, serial #479014-3230	100% Homestead Credit	\$14,918	\$0
Marlys Geinert	2024	Lot A of Lot 6 & Lot A of Lot 7 less that part taken for R/W, Block 0, Pollock's Addn	Error in property description	\$264,400	\$185,100
Dale & Ellen Schafer	2024	Lot 4, Block 1, Promontory Point IV 2nd Replat	100% Disabled Veteran	\$572,700	\$392,700
Larry Holzer	2024	Lot 14 less N15', Block 16, Lincoln Replat B 16	100% Homestead Credit	\$205,300	\$5,300
Katherine Hager	2023	Lot 10, Block 11, Replat pt Marian Park 2nd	50% Homestead Credit	\$208,300	\$108,300
Katherine Hager	2024	Lot 10, Block 11, Replat pt Marian Park 2nd	50% Homestead Credit	\$232,500	\$132,500
Vaughn Chesrown	2024	Lot 2 except E2' & E4' of Lot 1, Block 6, North Hills 1st	50% Homestead Credit	\$224,900	\$124,900
Jerome Rodgers	2024	Lot 2, Block 1, Gateway 3rd	100% Homestead Credit	\$440,400	\$240,400
Marcy Krueger	2024	Lot 15, Block 1, Welle	100% Homestead Credit	\$370,500	\$170,500
Rosella Ohlhauser	2024	1979 Medallion 68 x 16, serial #5193N	100% Homestead Credit	\$10,805	\$0
Rosella Ohlhauser	2025	1979 Medallion 68 x 16, serial #5193N	100% Homestead Credit	\$10,805	\$0
Donald DuFrame	2024	Lot 4, Block 4, Fort Lincoln Est #1	100% Homestead Credit	\$259,200	\$59,200

Donald DuFrame	2025	Lot 4, Block 4, Fort Lincoln Est #1	100% Homestead Credit	\$237,300	\$37,300
Marcia Barnes	2023	Lot 9, Block 18, S & W Third	50% Homestead Credit	\$174,800	\$74,800
Laurie Jean Newman	2025	1999 Schult 28 x 64, serial #R288353AB	50% Homestead Credit	\$65,372	\$32,686
Bernice Fuchs	2023	Lots 9-10, Block 26, Sturgis	100% Homestead Credit	\$207,600	\$7,600
Gerald & Susan Tschider	2024	S60' of Lot 3, Block 2, Jennings 1st	50% Homestead Credit	\$297,400	\$197,400
Margaret Elkin	2024	Lot 3, Block 1, Register's 1st	50% Homestead Credit	\$176,500	\$88,250
Rodney & Marlene Hanson	2024	Unit 1433 Washington Circle Condos, Aud Lots 1-2 of Lots A-F of Lots 23-26, Block 30, Wachter's 3rd	100% Homestead Credit	\$219,000	\$19,000
Alvina Mehlhoff	2024	Lot 14, Block 1, Weston Village 1st & undivided int in common area	50% Homestead Credit	\$245,000	\$145,000
Marilyn Campbell	2024	Unit 3E the Sheraton Condo, Aud Lot A, Gateway Commons	100% Homestead Credit	\$134,100	\$0
Ronald Dockter	2025	2009 Friendship 64 x 28, serial #MY0931412AB	Combined parcels - moved mobile home w/ parcel CW-142-76-00-09-120	\$103,667	\$0
Lorraine Ferderer	2023	Lot 3, Block 2, Cottonwood Lake 6th Add Replat	50% Homestead Credit	\$328,300	\$228,300
Lorraine Ferderer	2024	Lot 3, Block 2, Cottonwood Lake 6th Add Replat	50% Homestead Credit	\$315,600	\$215,600
Carleen Hennenfent	2023	Unit XXV Meadow Brook Condos, Lot 55 less N150', Block 23, Southwood Terrace 2nd Replat	100% Homestead Credit	\$234,600	\$34,600
Carleen Hennenfent	2024	Unit XXV Meadow Brook Condos, Lot 55 less N150', Block 23, Southwood Terrace 2nd Replat	100% Homestead Credit	\$246,400	\$46,400
James Fetter	2023	Lots 9-10 less W20' for alley, Block 41, Flannery & Wetherby	50% Homestead Credit	\$321,500	\$221,500
James Fetter	2024	Lots 9-10 less W20' for alley, Block 41, Flannery & Wetherby	50% Homestead Credit	\$339,800	\$239,800
Patricia Stadig	2025	1986 Riveroaks 16 x 76, serial #981	100% Homestead Credit	\$22,934	\$0

Janice Jensen	2024	Lot 9, Block 23, S & W 6th Addn	100% Homestead Credit	\$215,000	\$15,000
Joan Orvik	2025	1987 Bellavista 76 x 16, serial #78 A15685	100% Homestead Credit	\$24,612	\$0
Judy Braley	2023	2012 Redman 32 x 68, ser #A000579AB	100% Homestead Credit	\$131,539	\$0
Judy Braley	2024	2012 Redman 32 x 68, ser #A000579AB	50% Homestead Credit	\$131,539	\$65,769
Margaret Kiefer	2023	Unit 3214 Hay Creek Meadows Condos, Lots 6-9, Block 4, Hay Creek Meadows	50% Homestead Credit	\$196,100	\$98,050
Margaret Kiefer	2024	Unit 3214 Hay Creek Meadows Condos, Lots 6-9, Block 4, Hay Creek Meadows	50% Homestead Credit	\$203,000	\$103,000
Richard Lorenz	2023	E100' of Lots 11-12, Block 46, Governor Pierce	50% Homestead Credit	\$234,900	\$134,900
Richard Lorenz	2024	E100' of Lots 11-12, Block 46, Governor Pierce	50% Homestead Credit	\$240,000	\$140,000
James & Jane Morgan	2024	Lot 8, Block 8, Highland Acres	100% Homestead Credit	\$340,100	\$140,100
Leora & Dirk Bauer	2024	Lot 14, Block 2, Meadow Valley	50% Homestead Credit	\$291,100	\$191,100
Bob & Patty Gefre	2023	Unit 3335 Rolling Hills Condos I, Lot 1, Block 1, East Hills Addn Replat	50% Homestead Credit	\$314,800	\$214,800
Beverly Prom	2025	1992 Schult 28 x 56, serial #R255399AB	50% Homestead Credit	\$39,984	\$19,992
Brenda Medeiros	2024	Lot 12, Block 2, Edgewood Village 1st & undiv int in common areas Lots 1, 10, 14, 23, 34, 39, & 50	100% Homestead Credit	\$390,700	\$190,700
Andy Schmit	2024	Lot 8 less SELY 2', said 2' being measured adj & parallel to lot line common to Lots 7-8 & SELY 2' Lot 9 said 2' meas adj & parallel to Lots 8-9, Block 1, the Pointe	50% Homestead Credit	\$369,600	\$269,600
Marlyn Pegors	2024	SW1/4 28-139-76	100% Homestead Credit	\$35,400	\$0
Bonnie & Bruce Trom	2024	Lot 5, Block 4, Fort Lincoln Est #1	50% Homestead Credit	\$331,000	\$231,000

Bonnie & Bruce Trom	2025	Lot 5, Block 4, Fort Lincoln Est #1	50% Homestead Credit	\$293,400	\$193,400
Linda Masseth	2023	Unit 12 & garage 8, Washington Court Condos Bldg 2036, Lot C, Block 13, Replat Homan Acres	100% Homestead Credit	\$113,700	\$0
Linda Masseth	2024	Unit 12 & garage 8, Washington Court Condos Bldg 2036, Lot C, Block 13, Replat Homan Acres	100% Homestead Credit	\$119,700	\$0
Barb Schantz	2023	Unit 120, Riverside Park Condos, pt of NW1/4NW1/4 sec 5 & pt of gov lot 1 sec 6 138-80, Block 5, City Lands 138-80	100% Homestead Credit	\$234,700	\$34,700
Barb Schantz	2024	Unit 120, Riverside Park Condos, pt of NW1/4NW1/4 sec 5 & pt of gov lot 1 sec 6 138-80, Block 5, City Lands 138-80	100% Homestead Credit	\$217,400	\$17,400
Scott & Corey Detling -Garry & Betty Detling-	2023	Lot 15, Block 2, Vision Heights	50% Homestead Credit	\$92,200	\$46,100
Scott & Corey Detling -Garry & Betty Detling-	2024	Lot 15, Block 2, Vision Heights	50% Homestead Credit	\$102,700	\$51,350
Veronica Schneider	2024	Unit 17 & parking space 8 & storage area 14 & undivided int in common area, Lots 3-6, Block 1, Replat of Calkins	100% Homestead Credit	\$104,300	\$0
Betty Peterson	2023	Lot 16, Block 2, Northridge	100% Homestead Credit	\$172,000	\$0
John Weisz	2024	Lot 9, Block 9, Marian Park 1st	100% Homestead Credit	\$251,400	\$51,400
Leora & Dirk Bauer	2023	Lot 14, Block 2, Meadow Valley	50% Homestead Credit	\$274,600	\$174,600
Tim & Patty Thorsness	2024	Lot 7 less 683 sq ft in tract beg @ NW cor Lot 7 NELY along N L line 160.38 to NE cor 58.67'	50% Homestead Credit	\$235,200	\$135,200
Connie Heer	2024	Lot 2B of Lot 2, Block 2, Kilber North Addition	50% Homestead Credit	\$309,200	\$209,200
Brian Burkett	2024	Lot 7, Block 21, Meadow Valley 4th	50% Homestead Credit	\$270,700	\$170,700
Cynthia Sanford	2023	W 40' of Lot 19, Block 4, Gateway Addn	50% Homestead Credit	\$301,200	\$201,200

Beverly Herner	2024	Unit 201 Capital Arms Condos, Lot 9, Block 7, Casey's 2nd	50% Homestead Credit	\$161,800	\$80,900
Semsudin (Sam) Basic	2025	1977 Holly Park 14 x 66, serial #M604297	100% Homestead Credit	\$7,983	\$0
Gary & Margo Dietz	2024	Lot 12, Block 1, Briardale	100% Disabled Veteran	\$334,800	\$154,800
Sandy Svihla	2025	1974 Rollhome 70 x 14, serial #J1276	100% Homestead Credit	\$7,814	\$0
Brenda McLellan	2024	Lot 4, Block 2, Apple Meadows 2nd	50% Homestead Credit	\$347,400	\$247,400
Kim & Debbie Sabot	2024	Unit 2 East Hills Condo 1509+1519, Lots 2-3, Block 3, East Hills Addn Replat	50% Homestead Credit	\$326,300	\$226,300
Deborah Frank	2024	Unit 13, South Aires Condo, S76' of Lot 2, all Lot 3 & N34' of Lot 4, Block 17, Wachter's 2nd	100% Homestead Credit	\$102,700	\$0
Rosemary Ridley	2023	Lot 3, Block 2, Wachter's 5th	100% Homestead Credit	\$238,400	\$38,400
Rosemary Ridley	2024	Lot 3, Block 2, Wachter's 5th	100% Homestead Credit	\$243,200	\$43,200
Brenda Hausauer	2023	Lot 2, Block 6, Marian Park 2nd	50% Homestead Credit	\$248,700	\$148,700
Brenda Hausauer	2024	Lot 2, Block 6, Marian Park 2nd	50% Homestead Credit	\$267,000	\$167,000
Lynette Lewis	2025	1970 Blairhouse 66 x 14, serial #5505Z	100% Homestead Credit	\$7,096	\$0
Charlie Deichert	2024	Lot 14, Block 2, Sattler's Sunrise 1st	50% Homestead Credit	\$282,600	\$182,600
Cynthia Kellogg	2024	Unit 3 Owens Ave Condos, S170' of Lot 12 less Lot 12A, Block 18, Replat Tibesar's 1st Subdivision	50% Homestead Credit	\$185,800	\$92,900
Ronda Fox	2024	Unit A Bldg 3212 Arrow Head Ranch, Lots 4,6,8,10, Block 1, Pebble Creek 8th Rpt & Lot 15 less WLY 148' of SLY 180', Block 2, Pebble Creek 8th	100% Homestead Credit	\$306,900	\$106,900
Lavata Becker	2024	Lot 16, Block 4, Cottonwood Parkview Addn	100% Homestead Credit	\$484,900	\$351,567

Steven Rustand	2023	N57.5' of Lot 6, Block 10, Riverview	100% Homestead Credit	\$192,100	\$0
Steven Rustand	2024	N57.5' of Lot 6, Block 10, Riverview	50% Homestead Credit	\$194,500	\$97,250
Eileen Bavendick	2023	Lot 2, Block 19, Jennings 4th	100% Homestead Credit	\$279,400	\$79,400
Eileen Bavendick	2024	Lot 2, Block 19, Jennings 4th	100% Homestead Credit	\$279,900	\$79,900
Dennis & Joan Peltz	2023	Lot 18, Block 4, Heritage Park Addn	50% Homestead Credit	\$485,100	\$385,100
Dennis & Joan Peltz	2024	Lot 18, Block 4, Heritage Park Addn	50% Homestead Credit	\$514,600	\$414,600
Barb Knutson	2023	NE1/4 29-139-77	100% Homestead Credit	\$128,100	\$0
Barb Knutson	2024	NE1/4 29-139-77	50% Homestead Credit	\$138,600	\$69,300
Fabian John Kramer	2023	Lot 5, Block 00, B + R Estates	100% Homestead Credit	\$238,900	\$138,900
Fabian John Kramer	2024	Lot 5, Block 00, B + R Estates	100% Homestead Credit	\$248,400	\$148,400
Jean Kessler	2023	Unit 209 Ave C Townhouses, N1/3 of Lot 7 & all Lot 8, Block 10, Northern Pacific	100% Homestead Credit	\$87,000	\$0
Jean Kessler	2024	Unit 209 Ave C Townhouses, N1/3 of Lot 7 & all Lot 8, Block 10, Northern Pacific	100% Homestead Credit	\$96,000	\$0

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the Ida & Benjamin Erickson, James & Marie Mills, New Fortune Real Estate LLC, Tyler Maher, Richard & Marilyn Strom, Cecil & Darcie Uglow, Kevin Murschel, Donavon Hatzenbuehler, Tanner & Ashley Russell, Wayne & Sharon Keeler, Darlene Kelley, Roberta Nelson, Eric Juno, Timothy Keller, Virgil Kuntz, Marriah Potter, Derle Marchus, Claudine Pochant, Marvin Herauf, Marlys Geinert, Dale & Ellen Schafer, Larry Holzer, Katherine Hager, Vaughn Chesrown, Jerome Rodgers, Marcy Krueger, Rosella Ohlhauser, Donald DuFrame, Marcia Barnes, Laurie Jean Newman, Bernice Fuchs, Gerald & Susan Tschider, Margaret Elkin, Rodney & Marlene Hanson, Alvina Mehlhoff, Marilyn Campbell, Ronald Dockter, Lorraine Ferderer, Carleen Hennenfent, James Fetter, Patricia Stadig, Janice Jensen, Joan Orvik, Judy Braley, Margaret Kiefer, Richard Lorenz, James & Jane Morgan, Leora & Dirk Bauer, Bob & Patty Gefre, Beverly Prom, Brenda Medeiros, Andy Schmit, Marlyn Pegors, Bonnie & Bruce Trom, Linda Masseth, Barb Schantz, Scott & Corey Detling, Garry & Betty Detling, Veronica Schneider, Betty Peterson, John Weisz, Leora & Dirk Bauer, Tim & Patty Thorsness, Connie Heer, Brian

Burkett, Cynthia Sanford, Beverly Herner, Semsudin (Sam) Basic, Gary & Margo Dietz, Sandy Svihla, Brenda McLellan, Kim & Debbie Sabot, Deborah Frank, Rosemary Ridley, Brenda Hausauer, Lynette Lewis, Charlie Deichert, Cynthia Kellogg, Ronda Fox, Lavata Becker, Steven Rustand, Eileen Bavendick, Dennis & Joan Peltz, Barb Knutson, Fabian John Kramer, Jean Kessler abatements and the consent agenda in its entirety. All members present voted 'AYE'. **Motion carried.**

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the National Public Safety Telecommunications Week Proclamation for April 13th through the 19th. All members present voted 'AYE'. **Motion carried.**

County States Attorney Julie Lawyer presented information regarding the redesignation of the Auditor/Treasurer position to an appointed position. Lawyer stated that the ability to redesignate the Auditor/Treasurer position comes from state law and that the change to the Home Rule Charter was to add a provision allowing the commission to convert the office to an appointed position as allowed by state law. This change to the Home Rule Charter also added a provision allowing the commission to follow state law concerning the organization and structure of elected county offices. Lawyer provided information on N.D.C.C. § 11-09.1-05(6) regarding the powers of the commission under the Home Rule Charter. She stated that the redesignation of offices would go to a vote of the people if contested. Lawyer listed the job duties of the Auditor/Treasurer and showed a list of counties with an appointed auditor and their corresponding budget amounts. She presented example resumes with education and work experience and asked which one the commission wanted to be in charge of the county's finances. Lawyer stated that the resumes were from existing appointed auditors from Fargo and Grand Forks as well as those that had ran for county auditor for Burleigh County in the last two elections. She presented different options including redesignating the Auditor/Treasurer to appointed by resolution and separating the Auditor/Treasurer into two offices, either elected or appointed by resolution. Lawyer said that the current preliminary resolution can be modified, however, if drastically modified, more public hearings should be had. She said that a special election could be called for a specific resolution.

County Auditor/Treasurer Mark Splonskowski presented information on county investments and answered questions from the Commission. Splonskowski specified that the varying interest rates were dependent upon the type of investment, the amount, and the duration. He said when investing, at least three different banks are contacted for quotes on their interest rates to determine where to invest. Splonskowski described the process of taking cash deposits to the bank in response to a question from Comm. Schwab. Discussion was had and recommendations were made to start using an armored currier service to take the deposits to the bank.

County Deputy Finance Director Taylor Schmidt presented information regarding the payment of election workers and the distribution of their annual tax forms. Schmidt explained per the IRS, election workers are employees who pay taxes on their income, but don't have to have taxes withheld and don't pay FICA taxes unless they are over \$2,300 (2024). Election workers are only issued a W-2 if their income is \$600 or more. Schmidt listed the number of election workers, the number that were onboarded, and the number that received W-2s for the last four election cycles. Chair Bitner stated that if there are any election workers who received the late W-2s and who incurred extra costs with their taxes associated with this, to contact the

Auditor/Treasurer's Office for reimbursement. Discussion was had regarding the possible penalties and fines that could be assessed to the County due to the delay in W-2s.

County Finance Director Leigh Jacobs presented a review of fiscal year 2024. He discussed the general fund and road & bridge fund's revenues and expenditures. Jacobs said that there was an increase to the general fund's reserves which was due to inaccurate budget forecasting and utilizing incorrect reserve balances during the budgeting process. He offered information regarding the negative year end fund balances and the corrections that were made to fix those balances. He said that these negative fund balances could be attributed to the breakdown of the Treasurer's function.

Chair Bitner started the public hearing regarding the plan on redesignating the elective office of Burleigh County Auditor/Treasurer to appointive office and handed the meeting over to Vice-Chair Bakken.

- Vice-Chair Bakken stated that this was the final public hearing and online comments can still be submitted at Burleigh.gov through April 15th, 2025.
- Vice-Chair Bakken opened the public hearing to the public for comment. Deann Zaun, Desiree Hilborn, Clint Feland, Marlan Haakenson, Lanny Kenner, Marvin Lepp, Charles Tuttle, Collin Engelhardt, Doug Schonert, Travis Jensen, and Pat Schonert all spoke against the Auditor/Treasurer position becoming an appointed position. Kelly Cermak, Karl Rakow, and Curtis Jundt spoke in favor of the Auditor/Treasurer position becoming an appointed position. Vice-Chair Bakken passed the meeting back to Chair Bitner.

Commission Recessed & Reconvened

Chairman Bitner requested the new Facilities Director Robert Hook to introduce himself and give some background information. Hook stated that he spent thirty years in law enforcement and three terms as Sheriff before working in facilities management. He said that he would be overseeing the Provident Building, Courthouse, Detention Center, Burleigh East, and working with the highway department on their facility. Motion by Comm. Bakken, 2nd by Comm. Munson to approve Robert Hook's appointment as Facilities Director. All members present voted 'AYE'. ***Motion carried.***

Dan Schaff of HTG Architects presented information regarding the additional costs that will be incurred due to longer construction times for the Provident Building renovations. Schaff stated that the original contract was \$558,000 which is about 4.6% to 5.5% of the original building estimate and the new contract amount being 5.4% to 6.5% of the original building estimate. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the additional fees. All members voted 'AYE'. ***Motion carried.***

Chairman Bitner discussed the committee that has been tasked with sorting through the information regarding the redesignation of the Auditor/Treasurer position to an appointed position. He stated that he can't yet give a time frame as to when the committee will be done with the review.

County Sheriff Kelly Leban presented the North Dakota Department of Transportation traffic safety grant. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the acceptance of \$8,000 from the safety grant. All members present voted 'AYE'. **Motion carried.**

Sheriff Leban presented bids for the renovation of the Sheriff's Departments Burleigh East building. He said on April 1st, 2025 the bids were opened and for the general construction, mechanical, and electrical. Leban stated there were three bids with Dakota West Contracting being the lowest bidder for general construction. He said that a bid from Central Mechanical was not opened as it was returned to the wrong location per the instructions for the submission of bids. States Attorney Julie Lawyer stated the century code relating to bid openings and recommended the bid not be accepted due to it being dropped off at the wrong location. Motion by Comm. Munson, 2nd by Comm. Bakken to reject the bid that was dropped off at the wrong location. Commissioners Munson, Woodcox, and Bakken voted 'AYE'. Commissioners Bitner and Schwab voted 'NAY'. **Motion carried.** Leban said that due to adverse situations that had taken place when working with Dakota West Contracting in the past, that the next lowest bid, Roers Construction, should be accepted instead. He stated that since Roers Construction bid was more than the Dakota West bid, the project could be done in phases to push back some of the costs. Motion by Woodcox, 2nd by Bakken to reject the low bid of Dakota West and accept the next lowest bid of Roers Construction for general construction, accept the lowest bid of Northern Plains Plumbing & Heating for mechanical, and accept the lowest bid from Bergstrom Electric for electrical. All members present voted 'AYE'. **Motion carried.**

Missouri Valley Complex Chairwoman Kay LaCoe provided a presentation regarding the Missouri Valley Complex. Jason Petryszyn from Swenson, Hagen, & Co discussed information regarding wetland delineation, re-zoning, and the plat development schedule for the Missouri Valley Complex and discussion was had. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Missouri Valley Complex Committee to go out for bids for the delineation of the Missouri Valley Complex. Commissioners Bakken, Woodcox, and Munson voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.**

LaCoe introduced a representative from the Ag & Equestrian Complex Committee who gave a presentation on a proposed Burleigh County Equestrian & Ag Center. Bismarck Mandan Chamber EDC President Brenda Nagel spoke in favor of the project. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the request of the Missouri Valley Complex Committee on behalf of the Equestrian & Ag Committee to proceed with the project plan development of the proposed Burleigh County Equestrian & Ag Center on the site identified in the preliminary plat as a Burleigh County project. Commissioners Bakken, Woodcox, and Munson voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.**

LaCoe presented a recommendation regarding the hay and ag leases located at the Missouri Valley Complex. She stated that the Missouri Valley Complex Committee does not recommend leasing the ag land in 2025 due to site access needs for project work and wetland surveying, and instead to plant a grass cover crop with the possibility of a contract for hay in the fall of 2025. The Committee recommends leasing the hay land for 2025. Motion by Comm. Munson, 2nd by Comm. Bakken to have advertise the hay land for lease for 2025. All members present voted 'AYE'. **Motion carried.** Motion by Comm. Munson, 2nd by Comm. Bakken to advertise the ag land for lease for 2025 with the expectations the lease holder will seed with a cover crop at

the end of the 2025 season. Commissioners Bakken, Schwab, Munson, and Chairman Bitner voted 'AYE'. Commissioner Woodcox voted 'NAY'. **Motion carried.**

County Engineer Marcus Hall presented a resolution to vacate a section line for Wachter Development, Inc. Motion by Comm. Bakken, 2nd by Comm. Munson to accept the petition and set May 5th, 2025 @ 5:00pm as the time and date for the public hearing. All members present voted 'AYE'. **Motion carried.**

County Planning Director Mitch Flanagan presented a request from Sterling Township to provide services for issuing permits and conducting building inspections for the project known as Love's Gas Station and Travel Center. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the service agreement. All members present voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented a request for approval of the Summit Point 2nd subdivision final plat. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Summit Point 2nd subdivision final plat. All members present voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented a request to approve Article 8 Section 29 regarding solar energy systems. Discussion was had regarding the inclusion of solar farms in the ordinance. Flanagan stated that the County currently does not have any ordinances about solar energy systems on the books and that having an ordinance in place gives the County the ability to control the requests. Comm. Bakken said he could approve this ordinance if future discussion was had on placing a moratorium on solar farms in the County. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the ordinance. All members present voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented a recommendation to allow administrative changes to a platted non-access line. Motion by Comm. Bakken, 2nd by Comm. Munson to allow administrative changes to a platted non-access line. All members present voted 'AYE'. **Motion carried.**

In other business, Chairman Bitner brought up the Primary Residence Property Tax Credit and the affects it has on the County and apportionment.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
PROVIDENT BUILDING REMODEL
APRIL 2nd, 2025**

10:00 AM

Chairman Bitner called the Burleigh County Commission special meeting to order.

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

Alicia Fadley and Dan Schaff from HTG Architects presented information about the bids that were received for the Provident Building Renovation. The three bids that were received for general contractor were Roers, Capital City Construction, and Northwest Contracting. One bid was received for the electrical contract from Magnum Electric and no bids were received for the mechanical contract. Discussion was had on the bids received and how to proceed going forward. Human Services Zone Director Chelsea Flory and Emergency Management Director Mary Senger gave input.

Chair Bitner had requested information from HTG on what the cost to build a new building would be. Schaff broke down the costs and stated that a new building would cost between \$40,000,000 and \$52,000,000 not including the land acquisition. Comm. Munson mentioned that the cost to remodel the Provident Building would be \$13,000,000 to \$15,000,000 and brought up the option of buying a different building. Chair Bitner and Comm. Bakken stated that they had looked into buying a different building and that there wasn't any buildings available that matched the size needed by the county. Discussion was had.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the re-bidding of the electrical contract, mechanical contract, the asbestos abatement, and the repair to the roof of the Provident Building. All members present voted 'AYE'. Motion carried.

Comm. Woodcox started a discussion about the funding for the Provident Building Renovation. Auditor/Treasurer Splonskowski stated that the County received \$7,000,000 in ARPA funds for the project. Comm. Woodcox mentioned that with the renovation having a cost of \$15,000,000 less the \$7,000,000 that leaves the County with \$8,000,000 to fund. Finance Director Leigh Jacobs presented options for funding the remainder of the project which included current monies available and borrowing. Discussion was had.

Dan Schaff stated that a longer construction period than originally planned for will result in additional costs for HTG which will have to be billed to the County. Chair Bitner requested that this item be added to the April 7th, 2025 Commission Meeting for discussion.

Meeting adjourned.

Mark Splonskowski, Auditor/Treasurer

Brian Bitner, Chairman

**BURLEIGH COUNTY COMMISSION
PUBLIC HEARING - BISMARCK
MARCH 29th, 2025**

10:30 AM *Invocation by Vice-Chair Bakken and Pledge of Allegiance*

Vice-Chairman Bakken called public hearing to order.

Roll call of the members: Commissioners Schwab, Woodcox, Munson, and Vice-Chairman Bakken present. Chairman Bitner was absent.

Vice-Chair Bakken started the public hearing regarding the plan on redesignating the elective office of Burleigh County Auditor/Treasurer to appointive office.

- Vice-Chair Bakken listed the upcoming public hearing of the next regularly scheduled Commission meeting on April 7th at 5:00pm in the Tom Baker Room.
- Vice-Chair Bakken opened the public hearing to the public for comment. Doug Schonert and Robert Disney all spoke against the Auditor/Treasurer position becoming an appointed position. Roger Lawyer spoke in favor of the Auditor/Treasurer position becoming an appointed position. Gaylynn Becker spoke as undecided regarding the Auditor/Treasurer position becoming an appointed position. County Auditor/Treasurer Mark Splonskowski spoke against the Auditor/Treasurer position becoming an appointed position and had a discussion with the Commission in regards.
- Vice-Chair Bakken reminded the people that public comment can still be submitted at Burleigh.gov.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
PUBLIC HEARING - WILTON
MARCH 22nd, 2025**

10:00 AM *Pledge of Allegiance*

Chairman Bitner called public hearing to order.

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

Chair Bitner started the public hearing regarding the plan on redesignating the elective office of Burleigh County Auditor/Treasurer to appointive office and handed the meeting over to Vice-Chair Bakken.

- Chair Bitner listed the upcoming public hearings of later today, March 22nd, at 2:00pm in Sterling and on March 29th at 10:30am in Bismarck. He made note of the online form for comments located at Burleigh.gov.
- Vice-Chair Bakken opened the public hearing to the public for comment. Mary Ann Welder, David Bernhardt, and Dustin Gawrylow all spoke against the Auditor/Treasurer position becoming an appointed position. James Meyer and Karl Rakow spoke in favor of the Auditor/Treasurer position becoming an appointed position. David Jans and Debbie Jans all spoke as undecided regarding the Auditor/Treasurer position becoming an appointed position.
- Comm. Bakken stated a reminder about the upcoming public hearings later today, March 22nd at 2:00pm at the Sterling School, March 29th at 10:30am in the Tom Baker Meeting Room, and on April 7th at 5:00pm at the regularly scheduled Commission meeting.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
PUBLIC HEARING - STERLING
MARCH 22nd, 2025**

2:00 PM *Pledge of Allegiance*

Chairman Bitner called public hearing to order.

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

Chair Bitner started the public hearing regarding the plan on redesignating the elective office of Burleigh County Auditor/Treasurer to appointive office and handed the meeting over to Vice-Chair Bakken.

- Chair Bitner discussed information regarding the re-designation of the Auditor/Treasurer position to an appointed position and the committee he created to analyze that information.
- Vice-Chair Bakken opened the public hearing to the public for comment. Travis Schweitzer, Sam Schweitzer, Bo Rath, Jack McLean, Patrick Lengenfelder, Pamela Thompson, Kris Lengenfelder, Lucas Lang, Wendy O'Neill, Patricia Schonert, Rebecca Lengenfelder, and Kip Rath all spoke against the Auditor/Treasurer position becoming an appointed position. Melinda Berg spoke as undecided regarding the Auditor/Treasurer position becoming an appointed position. County Auditor/Treasurer Mark Splonskowski spoke against the Auditor/Treasurer position becoming an appointed position and had further discussion with the Commission.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
MARCH 17th, 2025**

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

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

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

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the meeting agenda with discussion on Comm. Bakken's trip to Washington DC being added to other business. All members present voted 'AYE'. Motion carried.

Chair Bitner listed the following meeting minutes which still needed approval; December 16th, 2024, and March 3rd, 2025 meeting minutes as well as the approval of the bills.

- Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the bills. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve the March 3rd, 2025 meeting minutes. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Bakken, 2nd by Comm. Woodcox to table the December 16th, 2025 meeting minutes. All members present voted 'AYE'. Motion carried.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Jade Falcon	2024	Lot 13, Block 4, Pheasant Valley	80% Disabled Veteran	\$642,000	\$480,000
Jascon & Carla Rundquist	2024	Lot 9, Block 7, Sattler's Sunrise 7th	100% Disabled Veteran	\$158,300	\$140,300
Harvey & Barbara Jackson	2024	N 16' of Lot 28, all Lot 29, & S17' of Lot 30, Block 38, Fisher	50% Homestead Credit	\$139,700	\$69,850
Janice Nesja	2024	Unit 4 3312 Arrowhead Condos, Lot 22, Block 1, Pebble Crk 8th Replat	50% Homestead Credit	\$311,800	\$211,800
Gary & Paula Hofland	2023	Unit 8 Bldg 1403 Baumgartner's Sharloh Lp Condos, Lot 8, Block 4, East Hills Add Replat	100% Homestead Credit	\$1,100	\$0

Gary & Paula Hofland	2024	Unit 8 Bldg 1403 Baumgartner's Sharloh Lp Condos, Lot 8, Block 4, East Hills Add Replat	50% Homestead Credit	\$3,400	\$1,700
Curtis Mertz	2025	1985 Schult 48 x 28, serial #RF198858AB	50% Homestead Credit	\$28,103	\$14,052
Greg & Tracey Runyon	2025	2002 Atlantic 27 x 56	50% Homestead Credit	\$60,329	\$30,164
Clifton Erickson	2024	S50' of N200' of W1/2 less W30' of Blk 17, Block 17, Lincoln	100% Homestead Credit	\$220,400	\$20,400
Charles & Sandra Ketterling	2023	Lot 2, Block 11, Lincoln Replat of B11	50% Homestead Credit	\$223,800	\$123,800
Charles & Sandra Ketterling	2024	Lot 2, Block 11, Lincoln Replat of B11	50% Homestead Credit	\$237,500	\$137,500
Michael Brown	2023	Unit 12 & garage 1 bldg 2106 Washington Court Condos, Lot B of Lot 1, Block 13, Replat Homan Acres	100% Homestead Credit	\$113,200	\$0
Michael Brown	2024	Unit 12 & garage 1 bldg 2106 Washington Court Condos, Lot B of Lot 1, Block 13, Replat Homan Acres	100% Homestead Credit	\$119,200	\$0
James & Cynthia Vollmer	2024	Lot 6, Block 2, Indian Hills	50% Homestead Credit	\$284,200	\$184,200
Todd & Gabrielle Sutton	2024	N10' of Lot 23, all Lot 24, & S10' of Lot 25, Block 67, McKenzie & Coffin's	90% Disabled Veteran	\$238,100	\$197,600
Nancy & Jorge PichardoQuezada	2024	Lot 1, Block 1, Southbay 4th Add 2nd Replat	70% Disabled Veteran	\$230,200	\$156,700
Duane & Juanita Martin	2025	2016 Fairmont 28 x 64, serial #MY16-128538ABK	50% Homestead Credit	\$111,821	\$55,910
Robert Christenson	2023	Lot 14, Block 19, Morningside Heights	100% Homestead Credit	\$217,300	\$17,300
Mary Wieben	2024	Lot 12, Block 17, Washington Heights 10th	50% Homestead Credit	\$295,000	\$195,000

Curtis Mertz	2023	1985 Schult 48 x 28, serial #RF198858AB	50% Homestead Credit	\$28,103	\$14,051
Curtis Mertz	2024	1985 Schult 48 x 28, serial #RF198858AB	50% Homestead Credit	\$28,103	\$14,051
Larry Enszt	2025	1995 Royalton 16 x 76, serial #9423361A	100% Homestead Credit	\$34,145	\$0
Ernest Erhardt	2024	Lot A of Lots 8-9, North Star Acres	50% Homestead Credit	\$384,000	\$284,000
Daryl & Twila Wanner	2025	1994 Schult 64 x 28, serial #R263514AB	50% Homestead Credit	\$55,158	\$27,579
Marty & Judy Grothe	2023	1990 Marshfield Executive 17 x 76, VIN #062339	100% Homestead Credit	\$26,290	\$0
Tim Heckelsmiller	2024	1981 Chicasaw 70 x 14, VIN #6544w	Mobile home removed from lot in 2024	\$10,349	\$0
Tracy & Cynthia Vanous	2023	Lots 1, 2, and 4, Block 1, Schultz	50% Homestead Credit	\$352,300	\$252,300
Amelia Schweitzer	2024	Unit 4 Calgary Condos, Lot 3, Block 1, North Hills 7th	100% Homestead Credit	\$182,500	\$0
Jeffery & Victoria Haas	2024	Unit 4 & garage 4 (bldg 872) San Angelo Dr Condo Assoc, Lots 3-5, Block 2, Cottonwood Lake 5th	50% Homestead Credit	\$208,600	\$108,600
Kenneth & Alvinia Buchholz	2024	Lot 5, Block 20, Meadow Valley 4th	50% Homestead Credit	\$245,700	\$145,700
Marlene Streeper	2024	Unit 3084 Pheasant Run Condo, part of Lot 4, Block 2, Tatley Meadows V	50% Homestead Credit	\$185,000	\$92,500
Carleton & Yvonne Logan	2023	Lot 11, Block 2, the Pointe	100% Homestead Credit	\$350,700	\$150,700
Carleton Logan	2024	Lot 11, Block 2, the Pointe	100% Homestead Credit	\$367,100	\$167,100
Roger Allen & Sandra Thomsen	2024	Lot 10-11 less 10' x 117.5' tract in Lot 11, Block 2, Baldwin Townsite	50% Homestead Credit	\$74,100	\$37,050

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the Jade Falcon, Jascon & Carla Rundquist, Harvey & Barbara Jackson, Janice Nesja, Gary & Paula Hofland, Curtis Mertz, Greg & Tracey Runyon, Clifton Erickson, Charles & Sandra Ketterling, Michael Brown, James & Cynthia Vollmer, Todd & Gabrielle Sutton, Nancy & Jorge PichardoQuezada, Duane & Juanita Martin, Robert Christenson, Mary Wieben, Curtis Mertz, Larry Ensz, Ernest Erhardt, Daryl & Twila Wanner, Marty & Judy Grothe, Tim Heckelsmiller, Tracy & Cynthia Vanous, Amelia Schweitzer, Jeffery & Victoria Haas, Kenneth & Alvinia Buchholz, Marlene Streeper, Carleton & Yvonne Logan, Carleton Logan, Roger Allen & Sandra Thomsen abatements and the consent agenda in its entirety. All members present voted 'AYE'. Motion carried.

Chair Bitner started the public hearing regarding the plan on redesignating the elective office of Burleigh County Auditor/Treasurer to appointive office and handed the meeting over to Vice-Chair Bakken.

- Vice-Chair Bakken listed information on the upcoming public hearings. March 22nd at 10:00am in Wilton and at 2:00pm in Sterling. March 29th at 10:30am in Bismarck and April 7th, 2025 at the regularly scheduled 5:00pm commission meeting. Comm. Bakken also made note of the online form for comments located at Burleigh.gov.
- Vice-Chair Bakken opened the public hearing to the public for comment. Mike Connelly, Kyle Engelhardt, Jonathan Hooker, Travis Jensen, Ryan Marquart, Tim Mattson, Francis Schweitzer, Trina Schweitzer all spoke against the Auditor/Treasurer position becoming an appointed position. Joe Gross and Michelle Jundt spoke in favor of the Auditor/Treasurer position becoming an appointed position. Vice-Chair Bakken passed the meeting back to Chair Bitner.
- Chair Bitner responded to a news article regarding a cut to the Senior Citizen's budget. He spoke on a comment that he heard about the Finance Department being forbid to assist the Auditor/Treasurer in the County budgeting process and that it never happened. On request, Finance Director Leigh Jacobs spoke on this comment and referenced three different occasions the Finance Department met with the Auditor/Treasurer to work on the budget. He also referenced a meeting that occurred in 2024. There was discussion regarding the delay in posting the budget on the county website. Chair Bitner then listed the audit adjustments from the 2023 audit performed by the State Auditor's Office.

County Engineer Marcus Hall presented a resolution to waive the pavement policy, at this time, for the proposed plat for Ski Haven LLP. Motion by Comm. Bakken, 2nd by Woodcox to approve the resolution to waive the pavement policy, at this time, for Ski Haven LLP. All members present voted 'AYE'. Motion carried.

County States Attorney Julie Lawyer presented a request for a salary variance for an investigator position. Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the salary variance. All members present voted 'AYE'. Motion carried.

The Commission had a discussion regarding the rental agreement between Burleigh County and the City of Bismarck for the City/County Building and the Courthouse. Comm. Bakken noted that the City of Bismarck was inquiring about the rental agreements and any changes that might take place that would affect those. Chair Bitner stated that the County has to wait until the Provident Building remodel finish date is established to make a decision on the City/County Building and that no changes are needed at the Courthouse.

County Emergency Management Director Mary Senger presented a request for a County burn ban. Mary stated that she has heard back from all but one Fire Chief and they are all for instituting these restrictions. Chair Bitner made note of a local fire and commended the staff that responded and extinguished it. Comm. Bakken, 2nd by Comm. Woodcox to institute the burn ban. All members voted 'AYE'. Motion carried.

In other business, Comm. Bakken discussed his trip to Washington DC for a carbon sequestration conference. Comm. Schwab spoke about the Summit Carbon Pipeline and reminded people of the Primary Residence Property Tax Credit which can be applied for until March 31st, 2025. Comm. Schwab brought up an issue regarding Election Workers and the delay in receiving their tax forms. He asked Auditor/Treasurer Splonskowski to come up and answer some questions. Splonskowski, Human Resources Director Pam Binder, and the Commission had a discussion regarding the Election Worker tax forms. Chair Bitner requested a copy of the meeting recordings and emails, mentioned by Binder, be sent to him and the State's Attorney. Comm. Bakken noted the upcoming public hearing dates and a reminder of the online form to submit comments.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
MARCH 3rd, 2025**

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

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the meeting agenda with item 7 and 11 being moved to after the consent agenda. All members present voted 'AYE'. Motion carried.

Chair Bitner listed the following meeting minutes which still needed approval; December 16th, 2024, and February 19th, 2025 meeting minutes as well as the approval of the bills.

- Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the bills pending clarification of one of the signatures. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the February 19th, 2025 meeting minutes. All members present voted 'AYE'. Motion carried.
- Discussion of the December 16th, 2024 meeting minutes was had. Comm. Schwab stated that the minutes, under bullet point four on page two, was missing a reference to \$3,700,000 that was moved off books at the Bank of North Dakota in the 2023 audit findings. Motion by Comm. Bakken, 2nd by Comm. Munson to table the December 16th, 2024 meeting minutes to research Comm. Schwab's statement. All members present voted 'AYE'. Motion carried. Chair Bitner requested clarification on the second bullet point on the second page regarding the .0088 and .0018 percentage point loss calculations.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Austin Vilardi & Aubrey Tocci	2024	Lot 3, Block 3, Wheatland Hills 2nd	70% Disabled Veteran	\$329,000	\$276,500
William Teply	2024	Lot 15, Block 2, Eastside Heights	100% Disabled Veteran	\$383,600	\$203,600
Eugene & Carlotta Kostelecky	2024	Lot 28, Block 20, Homan Acres 6th	80% Disabled Veteran	\$163,700	\$145,700
Troy & Kayla Skelton	2024	Lot 3, Block 1, Replat Lots 14-23, Block 1, the Pointe	80% Disabled Veteran	\$392,100	\$356,100
Astrid Senger	2024	Lot 7, Block 1, North Hills 13th	100% Disabled Veteran	\$413,700	\$233,700

Timothy & Angela Wicks	2024	Lot 8, Block 2, Rplt Lot 10 Blk 1 North Hills 1st	100% Disabled Veteran	\$339,800	\$159,800
Lutene Roth	2023	Lot 16, Block 6, Tatley Meadows VI	100% Homestead Credit	\$305,300	\$105,300
Lutene Roth	2024	Lot 16, Block 6, Tatley Meadows VI	50% Homestead Credit	\$308,100	\$208,100
Ronald & Carol Bodine	2024	Unit 3 Mapleton Place Condos, Aud Lot 1634 of Lot 2, Block 2, Pebble Creek Addn	50% Homestead Credit	\$193,700	\$96,850
Stephen & Bridget Hillerud	2024	Unit 2 2305 Pointe Loop Condos, W 128' of Lot 1, Block 7, the Pointe	Error in property description	\$329,700	\$299,200
Curtis & Beverly Goehring	2024	Lot 31, Block 1, Apple Valley	100% Homestead Credit	\$175,200	\$0
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Celia Lindquist	2023	Unit 110 Pinecrest Condo, Lots 9-12 & W 10.2' of Lot 13, Block 14, Wachter's 2nd	100% Homestead Credit	\$105,800	\$0
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Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Austin Vilardi & Aubrey Tocci, William Teply, Eugene & Carlotta Kostelecky, Troy & Kayla Skelton, Astrid Senger, Timothy & Angela Wicks, Lutene Roth, Ronald & Carol Bodine, Stephen & Bridget Hillerud, Curtis & Beverly Goehring, Milton & Shirley Wagner, Monte & Linda Tausend, Paul & Julie Fornshell, Ramona Hendricks, Cheri Schulz, Elizabeth Lynnell Strothman, Anthony & Diane Rothacker, Rita Schmidt, Thomas & Agnes Salwei, Patricia Stoxen, Larry & Adela Roller, Dennis & Kay Berg, Alan & Kathy Chmielewski, Sherwin & Cathy Nelson, Vicki Schmidt, Linda Houston, William Miller, Patricia Stoxen, Sheila Steckler, Dianne Moch, Tony & Julie Gratz, Bernice Fuchs, Gary Hayes, Dennis Boknecht, and Celia Lindquist abatements and the consent agenda in its entirety. All members present voted 'AYE'. Motion carried.

Bismarck Parks & Recreation Operations Director David Mayer presented the companion agreement between Bismarck Parks & Recreation and Burleigh County regarding the South Washington Street Trail project. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the companion agreement. Chair Bitner, Comm. Bakken, Comm. Munson, and Comm. Schwab all voted 'AYE'. Comm. Woodcox voted 'NAY'. Motion carried.

County Sheriff Leben requested approval to go out for bids for the Burleigh East renovation project. Chair Bitner recused himself of the discussion and handed the discussion to Vice-Chair Bakken. Jeff Ubl of Ubl Design Group, the architect of the Burleigh East renovation project, was present to answer any questions from the Commission. Comm. Woodcox asked if there was an engineer's estimate on the project to which Ubl responded that they are currently working on it and they have different changeable options built in depending on the costs they come up with. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the request to go out for bids on the Burleigh East renovation project. Vice-Chair Bakken, Comm. Woodcox, Comm. Munson voted 'AYE'. Comm. Schwab voted 'NAY'. Chair Bitner abstained. Motion carried. Vice-Chair Bakken handed the meeting back to Chair Bitner.

Chair Bitner started the public hearing regarding the plan on redesignating the elective office of Burleigh County Auditor/Treasurer to appointive office and handed the meeting over to Vice-Chair Bakken.

- Vice-Chair Bakken read the responsibilities of the Auditor and Treasure from the North Dakota Century Code; NDCC 11-13 for the County Auditor and NDCC 11-14 for the County Treasurer.

- Vice-Chair Bakken gave the Commission an opportunity to speak if they had any concerns or opinions to share. Comm. Munson spoke on his concerns with County Auditor/Treasurer Splonskowski's performance as Chief Elections Officer, as the manager of the office of Auditor/Treasurer/Tax Equalization, as Chief Financial Officer, and as a coordinator with other agencies as the clerk for the County Commission. Comm. Schwab spoke on his concerns with the lawsuit Splonskowski pursued on absentee voting, a situation during the primary election regarding twin's votes, and Splonskowski's dislike of the size of the investment policy of the County. Comm. Woodcox stated that the Auditor/Treasurer would serve out his term and looking forward, the County deserves better.
- Vice-Chair Bakken opened the public hearing to the public for comment. John Fraase, Greg Heilman, Laurie Holverson, Kay Jarratt, Austin Lengenfelder, Kris Lengenfelder, Luke Lengenfelder, Matt Lengenfelder, Patrick Lengenfelder, Timm Mattson, Steve Nagel, Kip Rath, Coty Sicble, Ryan Subart, and Michael Walsh all spoke against the Auditor/Treasurer position becoming an appointed position. Curtis Jundt and Claus Lembke both spoke in favor of the Auditor/Treasurer position becoming an appointed position. John Berger, Dustin Gawrylow, and Marsha Lembke all spoke as undecided regarding the Auditor/Treasurer position becoming an appointed position. Vice-Chair Bakken invited Auditor/Treasurer Splonskowski to speak. Splonskowski spoke regarding investments and reaching out to meet with banks, the changing dynamics of his office, and that himself and the Commission needing to work together and are here to serve the people of Burleigh County. Vice-Chair Bakken closed the public hearing.
- Vice-Chair Bakken noted that the next public hearings will be March 17th, 2025 and April 7th, 2025 during the regularly scheduled meetings and dates for Sterling & Wing are still to be determined. He brought up the possibility of adding a meeting in Bismarck on a Saturday. Vice-Chair Bakken invited Emergency Management Director Mary Senger to speak regarding the online forum for public input. Senger stated that the preliminary resolution and plan that was approved would be viewable on the site. She said to submit a comment, the user would have to enter their name, address, city, and optional email address & telephone number. Consensus amongst the Commission was to add the question of being for or against the preliminary resolution to the online forum. Senger stated that the online forum would be up either Tuesday or Wednesday. Vice-Chair Bakken read the preliminary resolution. Chair Bitner listed the counties that have changed their Auditor/Treasurer from an elected position to an appointed one and he presented the salary for the Auditor/Treasurer of \$111,238.40 without benefits and \$166,077.98 with benefits. Vice-Chair Bakken passed the meeting back to Chair Bitner.

County Engineer Marcus Hall presented an appeal for Matthew Stern's second approach permit which the Highway Department denied. Comm. Bakken asked if the second approach would be a problem in the future and Hall responded that as long as the road stays low traffic/speed it shouldn't be an issue. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the second approach permit. All members present voted 'AYE'. Motion carried.

Engineer Hall withdrew the presentation on the developer's pavement waiver request as the developer is not moving forward on plating the property at this time.

Engineer Hall presented a resolution to authorize the proper County officials to enter into a contract for the replacement of Bridge #08-126-40.0. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the bid with MMI Improvement Company for the replacement of Bridge #08-126-40.0. Comm. Woodcox asked how this bridge was being paid for and Hall said it would be paid for out of the general fund. All members present voted 'AYE'. Motion carried.

Engineer Hall stated that a meeting was held between the County and Bartlett & West regarding the failed motion at the February 19th, 2025 meeting to approve their selection. Comm. Schwab presented a recap of the meeting and said that in 2018, there was a feasibility study that was to be completed by Bartlett & West for the Missouri Valley Complex which was never received due to a lack of available information. Comm. Schwab stated that the meeting resulted in a refund of \$16,500 which was previously paid for the study. Chair Bitner handed the check to staff for receipting.

Engineer Hall requested approval of the selection of Bartlett & West to perform construction engineering services for 4" Mill and 4" Hot Mix Asphalt Overlay of County Highway 10 from 236th Street NE to ND Highway 14 and the Seal Coat of County Highway 10 from 800' East of 66th Street NE to ND Highway 14. He stated that these services will be paid eighty percent federal and twenty percent local. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the selection of Bartlett & West. All members present voted 'AYE'. Motion carried.

County Planning Director Mitch Flanagan presented a petition to amend Article 8 Section 28 to allow accessory dwelling units in Burleigh County. He stated that the goal of this petition is to allow the accessory dwelling units to be built with the expectation that they will only be used for relatives. Flanagan stated that the City of Bismarck allows them and the home owner signs a non-conversion agreement which is what this amendment would require. Motion by Comm. Schwab, 2nd by Comm. Munson to approve the amendment. All members present voted 'AYE'. Motion carried.

Chair Bitner stated that Comm. Bakken has an opportunity to speak regarding carbon sequestration in Washington DC. Bakken asked if there was a representative of Summit Carbon Solutions with no response. He said that he was asked to speak at the event as an elected official and is seeking Commission approval to speak for the County. Bakken stated that there is no cost for the County for this trip. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve Comm. Bakken speaking on behalf of the County in Washington DC. Comm. Munson, Comm. Woodcox, Comm. Schwab, and Chair Bitner voted 'AYE'. Comm. Bakken abstained. Motion carried.

County Auditor/Treasurer Mark Splonskowski presented a consideration of the financing resolution for SAD 76 in Falconer's Estates. He said that financing was secured through the Bank of North Dakota with an interest rate of two percent. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the resolution. All member present voted 'AYE'. Motion carried.

Chair Bitner inquired on other business and Comm. Bakken thanked the people who showed up to the public hearing, noticed the next scheduled meeting of March 17th, 2025 at 5:00pm, and mentioned adding a third public hearing in Bismarck in addition to Sterling and Wing. Bitner requested Emergency Management

Director Senger to look for a location to hold a Saturday public hearing in Bismarck. Comm. Schwab presented a reminder for the Primary Residence Property Tax Credit which can be applied for up until March 31st, 2025 via a link on the Burleigh.gov website. Comm. Woodcox requested that time be allocated at the next public hearing for the Commission to discuss the problems they have had regarding the Auditor/Treasurer over the last year and a half. Chair Bitner stated that would be part of the public hearing.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
FEBRUARY 19th, 2025**

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

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

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

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

Chair Bitner requested a motion to approve the bills. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bills. All members present voted ‘AYE’. Motion carried.

Chair Bitner listed the following meeting minutes which still needed approval; December 16th, 2024, January 6th, 2025, February 3rd, 2025 meeting minutes and the December 23rd, 2024 special meeting minutes. Discussion of each set of minutes was had.

- Chair Bitner listed additional changes that needed to be made to the December 16th, 2024 meeting minutes. On the bottom of the second page, remove the statement, ‘In Q4 of 2024, Burleigh County underperformed by \$226,900, with Morton County underperforming by \$38,000’ as it was already stated in a paragraph with the correct date. On the second page, second bullet point remove, ‘with and supported the various investment decisions made by the Auditor/Treasurer’s office’. On the second page, fifth bullet point remove, ‘Splonskowski refuted a point that was seemingly made in Director Jacobs’ report stating that the Auditor/Treasurer’s office did not experience any turnover in the 2023 year, as not only did he enter the office of County Auditor/Treasurer on April 1st, 2023’. In the middle of the second page, replace the word ‘clarified’ with ‘stated’ and remove, ‘According to Jacobs’ on the same page. Remove the word, ‘minor’ on the second to last paragraph on the second page. Motion by Comm. Schwab, 2nd by Comm. Munson to table the minutes from December 16th, 2024 to review with the changes made. All members present voted ‘AYE’. Motion carried.
- Motion by Comm. Bakken, 2nd by Comm. Munson to approve the December 23rd, 2024 special meeting minutes. All members present voted ‘AYE’. Motion carried.
- Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the January 6th, 2025 meeting minutes. All members present voted ‘AYE’. Motion carried.
- Motion by Comm. Munson, 2nd by Comm. Bakken to approve the February 3rd, 2025 meeting minutes. All members present voted ‘AYE’. Motion carried.

The following abatements were presented for the Board’s consideration; a complete copy of which are on file and available for inspection in the office of the Burleigh County Auditor/Treasurer.

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Chair Bitner opened a public hearing for Special Assessment District 76 for Falconer Estates project. No members of the public presented any comments. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Special Assessment District 76. All members present voted 'AYE'. Motion carried.

Chair Bitner opened a discussion on future public hearing dates, times, and locations for comments on the preliminary resolution and plan on redesignating the elective office of Burleigh County Auditor/Treasurer to an appointive office. The Commission discussed the online feedback form that will be located on the Burleigh County website. Emergency Management Director Mary Senger stated that the preliminary resolution and plan that was approved would be viewable on the site. She said to submit a comment, the user would have to enter their name, address, city, and optional email address and telephone number. After setting the start and end date, the data will be collected on the website and a report would be generated after that end date. It was the consensus of the Commission to start the period for feedback on the website after the first public hearing. Discussion was had by the Commission on the dates, times, length of the hearings, and talking time limits as well as expressing the need to make sure everyone has a chance to be heard. Comments from former County Commissioner Doug Schonert were heard requesting one of the public hearings be held in rural Burleigh County such as Wing, Wilton, or Sterling. Motion by Comm. Munson, 2nd by Comm. Bakken to hold the public hearings during the regularly scheduled meetings of March 3rd, 2025, March 17th, 2025, April 7th, 2025, and public hearings in Wilton and Sterling on the same Saturday with the date, time, and locations to be determined at the March 3rd, 2025 meeting. All members present voted 'AYE'. Motion carried.

Bismarck Parks and Recreation Operations Director Dave Mayer presented information regarding the South Washington Trail Project. He stated that this project will extend from Meridian Drive to General Sibley Park. This would be a project between Bismarck Parks & Recreation and Burleigh County and that the County would only be a pass-through to receive the grant money for the project. Bismarck Parks and Recreation will be paying all the local funds for the project. Mayer said that the County has to award the bid before the project can move forward. Motion by Comm. Bakken, 2nd by Comm. Munson to approve contingent upon the companion agreement and Bismarck Parks & Recreation approval. All members present voted 'AYE'. Motion carried.

County Engineer Marcus Hall presented a resolution to enter into a contract with the low bidder for Hay Creek Township, Burnt Creek Township, Lincoln Township and County roadway chip seal projects. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bid with Asphalt Preservation Company. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for township gravel hauling. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bid with WM. D. Scepianiak Inc. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for the Highway 10 and 80th Street Intersection project. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the bid with Knife River. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for painted pavement markings. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the bid with Traffic Safety Services, Inc. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for dust control. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bid with Envirotech Services. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for crushing of gravel. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bid with Central Specialties Inc. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for the Bryan Slough project. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the bid with Markwed Excavation. All members present voted 'AYE'. Motion carried.

Engineer Hall requested approval of the selection of Bartlett & West to perform construction engineering services for 4" Mill and 4" Hot Mix Asphalt Overlay of County Highway 10 from 236th Street NE to ND Highway 14 and the Seal Coat of County Highway 10 from 800' East of 66th Street NE to ND Highway 14. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the selection of Bartlett & West. Comm. Bakken and Comm. Munson voted 'AYE'. Comm. Schwab voted 'NAY' and stated that he was voting no because of

\$16,000 that was paid to Bartlett & West for a feasibility study that was never received. Chair Bitner voted 'NAY'. Motion failed due to a tie vote. Chair Bitner noted for this to be added to the next meeting's agenda.

Engineer Hall presented a resolution to enter into a contract with the low bidder for Micro-Surfacing project. Hall mention that the project would be over budget and that they would only do half of the project; 66th Street from Highway 10 down to Lincoln. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the bid with Astech on 66th Street from Highway 10 to Lincoln. All members present voted 'AYE'. Motion carried.

Sheriff Kelly Leban made a request to the Commission to retire a Law Enforcement K-9 and release it to its handler. He said the K-9 has some medical issues that the Sheriff's Department has been trying to remedy, but also due to the K-9's age, the Sheriff's Department has decided to part ways. Leban said that unnamed donors who have come forward to fully fund the purchase of a new K-9. Motion by Comm. Schwab, 2nd by Comm. Bakken to release the K-9. All members present voted 'AYE'. Motion carried.

Comm. Munson presented a reminder about the Primary Residence Property Tax Credit which can be applied for up until March 31st, 2025. Munson also stated that he had received comments from residents of Burleigh County regarding the Auditor's situation and that he wanted the people to know that its not a Chair versus Auditor situation, but a Commission concern. He then mentioned that the Provident Building remodel is out for bids and there will be some walkthroughs happening soon. Munson stated that he wished the Commission had had a chance to review the plans more prior to them going out for bids.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
FEBRUARY 3RD, 2025**

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

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

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

Comm. Schwab requested to remove item 5B from the agenda. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the meeting agenda with the removal of item 5B. All members present voted, 'AYE'. Motion carried.

Chair Bitner requested a motion to approve the bills with one bill going to the States Attorney's Office for an opinion. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the bills. All members present voted, 'AYE'. Motion carried.

Chair Bitner listed the following meeting minutes which still needed approval; December 2nd, 2024, December 16th, 2024, January 6th, 2025, and January 21st, 2025 meeting minutes as well as December 4th, 2024, December 23rd, 2024, and January 15th, 2025 special meeting minutes. Discussion of each set of minutes was had.

- Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the minutes from the December 2nd meeting with the removal of the word 'fully' from page two. All members present voted 'AYE'. Motion Carried.
- Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the minutes from the December 4th, 2024 special meeting. All members present voted 'AYE'. Motion carried.
- The consensus amongst the Commissioners was to make the following changes on the December 16th, 2024 meeting minutes. Remove the word 'only' from two locations, the word 'seemingly', and on bullet point three, remove the phrase 'on more than' and change it to 'one or two' all on page two. Remove the word 'only' from two locations on page three. Motion by Comm. Woodcox, 2nd by Comm. Bakken to table the minutes from December 16th, 2024 to review with the changes made. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Bakken, 2nd by Comm. Munson to table the minutes from the December 23rd, 2024 special meeting. All members present voted 'AYE'. Motion carried.
- The consensus amongst the Commissioners was to make the following changes on the January 6th, 2025 meeting minutes. The details of the vote for Chairman and Vice Chairman needed to be listed. On the last page of the minutes, clarify the verbiage of Chair Bitner's comment on the availability of tax proceeds. Motion by Comm. Munson, 2nd by Comm. Bakken to table the minutes from January 6th, 2025 to review with changes made. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Bakken, 2nd by Comm. Munson to approve the minutes from the January 15th, 2025 special meeting. All members present voted 'AYE'. Motion carried.

- Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the minutes from the January 21st, 2025 meeting with the following corrections. Change the date for the tabled December 23rd, 2024 special meeting minutes to February 3rd, 2025 instead of March 3rd, 2025. Change the word 'another' to 'a' from two locations in County Engineer Hall's presentation. Remove the word 'lastly' from Sheriff Leben's presentation. Remove the word 'then' from States Attorney Lawyer's presentation. All members present voted 'AYE'. Motion carried.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
James & Pamela Vukelic	2024	Lots 11-16, Block 7, McKenzie's	Error in property description	\$751,900	\$633,700
Daniel Adolf Privratsky & Melodee Grenz	2024	Tract 1400 of Lot 7, Block 1, Southport Phase II	50% Disabled Veteran	\$558,100	\$468,100
Missouri Slope North Campus - SNF LLC	2024	Lot 1A of Lot 1, Block 1, Good Shepard North Addition	Property exempt from taxation	\$1,851,100	\$74,900
Aircraft Management Services Inc	2024	Block 1, City Leases, Possessory interest in parcel land located in S 1/2 ssection 10 A38-80 at municipal airport des in lease date 5/22/08 (bldgs 5 &22)	Lease for hangar expired & hanger was removed for 9 months of year	\$590,000	\$379,400
Lila Teunissen	2024	Lot 16, Block 5, Peet's 4th	100% Disabled Veteran	\$401,300	\$296,300
Roberta Spitzer (Beadell)	2024	Block 1, Replat Aud Lot 28 & W 1/2 Aud Lot 27, Lot 2 Park Place Condo Unit IV	70% Disabled Veteran	\$142,800	\$42,840
Daniel James Geiger	2024	Lot 4, Block 17, Meadow Valley 4th	80% Disabled Veteran	\$352,300	\$256,300
James & Dixie Lang	2024	Lot 5, Block 1, Clear Sky Addition	80% Disabled Veteran	\$484,000	\$340,000
Kimberly Graner	2024	Block 7, Northern Pacific, Pt Lots 8-9; beg 80.24' S NW cor Lot 9, E50' S69.05' WLY9.04' S26.57' SWLY15.79' W30.91' to W line Lot 8 N along said line 105.73' to pt beg	100% Disabled Veteran	\$257,500	\$77,500
Thomas & June Marshall	2024	Lot 10, Block 4, Heritage Park 2nd Addition	100% Disabled Veteran	\$320,500	\$230,500

Anthony & Rebecca Saxton	2023	Block 2, Park Hill (Aud Lots), beg 920.8' E & 248.9' N of SW cor of NE1/4 sec 5; th W 71.7' N 150' E 71.7' S 150' to beg	70% Disabled Veteran	\$230,100	\$104,100
Anthony & Rebecca Saxton	2024	Block 2, Park Hill (Aud Lots), beg 920.8' E & 248.9' N of SW cor of NE1/4 sec 5; th W 71.7' N 150' E 71.7' S 150' to beg	70% Disabled Veteran	\$248,900	\$122,900
Shirley Buchholz	2024	Block 3, Shannon Valley 4th, Lots 1-2 East Ridge Condo Unit 9	100% Disabled Veteran	\$44,500	\$0
Robert Scott & Carrie Newell	2024	Lot 5, Block 2, Wachter's 9th	100% Disabled Veteran	\$437,500	\$257,500
Gilbert Nelson	2023	Lot 1 & N10' of Lot 2, Block 1, Rue's Subdivision	Change mill rate from regular property tax to fire club, fully exempt for assessment year	\$466,600	\$466,600
Gilbert Nelson	2024	Lot 1 & N10' of Lot 2, Block 1, Rue's Subdivision	Change mill rate from regular property tax to fire club, fully exempt for assessment year	\$478,600	\$478,600
Fourth Street LLC	2024	Lot 12, Block 17, Homan Acres 2nd	Property improvement was destroyed or damaged	\$399,000	\$374,000
Gunda Busch	2023	Lot 13, Block 10, Replat Homan Acres	100% Homestead Credit	\$250,800	\$50,800
Gunda Busch	2024	Lot 13, Block 10, Replat Homan Acres	50% Homestead Credit	\$262,700	\$162,700
Reede & Mary Benning	2024	Lot 6, Block 4, Stein's 2nd	50% Homestead Credit	\$286,200	\$186,200
James & Nancy Skaret	2024	Star Condos Unit 3403 Bldg 1, Lot 1A of Lot 1, Block 5, Edgewood Village 2nd Add	50% Homestead Credit	\$367,000	\$267,000
Jesse Jordan	2024	Lot 4, Block 1, Prairie Pines 3rd	Equalization with surrounding properties	\$718,100	\$665,200

Bismarck State College	2024	Lot 1 less Lot 1A, Block 2, Schafer Heights	Portion of property was only taxable for part of the year	\$3,045,900	\$1,015,300
Anders Bleth	2024	Lot 10, Block 8, High Meadows 5th	Error in property description	\$418,200	\$380,400
James & Betty Mitzel	2024	Tract 1332 of tract B1 & tract D of part of Lot 1, Block 1, Southport Phase II	80% Disabled Veteran	\$362,200	\$218,200
Larry & Cheryl Tessmer	2024	Unit 104 Rolling Hills Condo II, Lot 2, Block 1, East Hills Addn Replat	50% Disabled Veteran	\$325,400	\$287,900
Faye Schiefelbein	2023	Lot 5, Block 8, Meadow Valley 2nd	50% Homestead Credit	\$240,600	\$140,600
Faye Schiefelbein	2024	Lot 5, Block 8, Meadow Valley 2nd	100% Homestead Credit	\$254,100	\$54,100
Brandi Schmidt	2023	Lot 2, Block 1, Haycreek Meadows 1st Replat	80% Disabled Veteran	\$280,700	\$136,700
Brandi Schmidt	2024	Lot 2, Block 1, Haycreek Meadows 1st Replat	80% Disabled Veteran	\$260,100	\$116,100
Nicole Neibauer	2024	E 50' of Lots 4-6, Block 51, Northern Pacific 2nd	Property value decrease due to renovation/repair	\$258,700	\$225,900
The Salvation Army	2024	Lots 6-7, Block 1, Airway Ave Addn	Property exempt from taxation	\$169,500	\$155,400
Clifford Romoser Jr	2025	1975 Detroit 66 x 14, VIN #SGD040980	Mobile home was demolished	\$7,096	\$0
Chase Beard	2024	2005 Adrian 14 x 60, ser #GAHAG1756	Moved mobile home 4/26/2023	\$25,361	\$0
Chase Beard	2025	2005 Adrian 14 x 60, ser #GAHAG1756	Moved mobile home 4/26/2023	\$32,760	\$0
Jennie Masseth	2024	Lot 11, Block 11, Meadow Valley 3rd	100% Homestead Credit	\$297,800	\$97,800
John & Yvonne Doone	2023	W 75' of Lots 17-20, Block 18, Fisher	100% Homestead Credit	\$304,800	\$104,800
John & Yvonne Doone	2024	W 75' of Lots 17-20, Block 18, Fisher	100% Homestead Credit	\$302,800	\$102,800
James Frey	2024	Lot 34, Block 22, Homan Acres	50% Homestead Credit	\$281,700	\$181,700
Gary Hayes	2024	Lot 8, Block 5, Prairie Hills	50% Homestead Credit	\$261,400	\$161,400
Pam Christianson	2024	Lot 5, Block 6, North Hills 1st	100% Homestead Credit	\$236,400	\$36,400

Brian & Geraldine Mehlhoff	2024	Lot 10, Block 3, Sattler's Sunrise 2nd	100% Homestead Credit	\$282,300	\$82,300
Delbert Unruh	2025	1972 Champion 14 x 56, ser #0329958038	100% Homestead Credit	\$6,309	\$0
Judy Bradley	2025	2012 Redman 32 x 68, ser #A000579AB	50% Homestead Credit	\$131,539	\$65,770
Earl & Irene Wentz	2024	Lots 29-30, Block 23, Fisher	50% Homestead Credit	\$184,200	\$92,100
Larry & Neva Lang	2024	Lot 15, Block 27, Stein's 4th	50% Homestead Credit	\$320,200	\$220,200
Henry & Doretta Rasmusson	2023	Unit 102 Brandon Heights Condos, Aud Lot C of part of Lot 3, Block 1, Brandon Heights	100% Homestead Credit	\$185,900	\$0
Lillian Seifert	2024	Lot 17, Block 5, French's 1st	100% Homestead Credit	\$273,500	\$73,500
Rose Hindricksen	2023	Lot 8, Block 19, Wachter's 3rd	100% Homestead Credit	\$52,300	\$0
Rose Hindricksen	2024	Lot 8, Block 19, Wachter's 3rd	100% Homestead Credit	\$58,300	\$0
Kelvin & Carla Usselman	2024	Lot 3, Block 2, Prairiewood Estates	50% Homestead Credit	\$333,800	\$233,800
Kathleen Nelson	2024	2003 Friendship 80 x 16	100% Homestead Credit	\$49,920	\$0

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the James & Pamela Vukelic, Daniel Adolf Privratsky & Melodee Grenz, Missouri Slope North Campus - SNF LLC, Aircraft Management Services Inc, Lila Teunissen, Roberta Spitzer (Beadell), Daniel James Geiger, James & Dixie Lang, Kimberly Graner, Thomas & June Marshall, Anthony & Rebecca Saxton (2), Shirley Buchholz, Robert Scott & Carrie Newell, Gilbert Nelson (2), Fourth Street LLC, Gunda Busch (2), Reede & Mary Benning, James & Nancy Skaret, Jesse Jordan, Bismarck State College, Anders Bleth, James & Betty Mitzel, Larry & Cheryl Tessmer, Faye Schiefelbein (2), Brandi Schmidt (2), Nicole Neibauer, the Salvation Army, Clifford Romoser Jr, Chase Beard (2), Jennie Masseth, John & Yvonne Doone (2), James Frey, Gary Hayes, Pam Christianson, Brian & Geraldine Mehlhoff, Delbert Unruh, Judy Bradley, Earl & Irene Wentz, Larry & Neva Lang, Henry & Doretta Rasmusson, Lillian Seifert, Rose Hindricksen (2), Kelvin & Carla Usselman, and Kathleen Nelson abatements plus the remainder of the consent agenda in its entirety minus item 5B. All members present voted "AYE". Motion carried.

Central District Director for NDSU Extension Dena Kemmet and 4-H Youth Development Agent Annette Broyles spoke on Broyles' upcoming retirement and achievements accomplished in her three years of service. She requested a motion from the Commission to hire a new 4-H Youth Development Agent. Motion by Comm. Schwab, 2nd by Comm. Bakken to allow for the hiring of a new 4-H Youth Development Agent. All members present voted 'AYE'. Motion carried.

County Planner Mitch Flanagan presented an update on the RRH Subdivision. He stated that the gas station was not required to follow the MS4 stormwater guidelines, but the designers still utilized them. He said the manhole covers that are next to the pumps collect the runoff and hold all the contaminants in conjunction with sump pumps contained within. Flanagan stated the DEQ does not take vehicle and pedestrian safety into account directly but is still requiring a fence to be built around the lagoon. He requested a motion to approve the plat subject to the DEQ permit. Motion by Comm. Bakken, 2nd by Comm. Munson to approve subject to the DEQ permit. All members present voted 'AYE'. Motion carried.

County Engineer Marcus Hall presented a resolution to authorize the proper County officials to advertise for bids to construct the replacement Bridge #08-126-40.0. He stated that the plans are complete and permits for the project have been obtained. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the advertising for bids for the construction of Bridge #08-126-40.0. Comm. Woodcox asked if there was an 'Engineer's Estimate'; Hall responded that this estimate would be presented to the Commission once the bids are reviewed for approval. All members present voted 'AYE'. Motion carried.

County Engineer Marcus Hall presented a resolution to authorize the proper County officials to enter into a contract for the RCB culverts to replace Bridge #08-126-40.0 with Rinker Materials. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the bids for the RCB culverts for Bridge #08-126-40.0. All members present voted 'AYE'. Motion carried.

States Attorney Julie Lawyer presented a preliminary resolution changing the County Auditor/Treasurer from an elected position to appointed which was tabled from the January 21st, 2025 Commission meeting. Lawyer stated that the process upon approval of the resolution would include posting the resolution in the paper for two weeks within a thirty-day period and then call for public hearings at which public input would be heard. She recommended having several public hearings and to schedule them at various times and days from the normal Commission meetings to encourage more people to come. Lawyer then explained the history of the Home Rule Charter. She stated that the Home Rule Charter laws require a Home Rule Charter to contain a provision listing the status of elected officials and whether they will stay elected or become appointed. The original Home Rule Charter listed that those positions would remain elected. In 2020 a discussion was had to amend the Home Rule Charter to change the County Recorder and Auditor/Treasurer to appointed positions, but it went to the voters and was defeated. Lawyer stated that in 2022 the Home Rule Charter was amended to allow the County Commission to create ordinances and in 2024, was amended to increase the sales tax to one percent. She stated that instead of changing those positions to elected or appointed and having to change the Home Rule Charter again, the provision was added that the statute would apply so that no statutory authority would be taken away from the Commission to modify it instead of having to modify the Home Rule Charter again, which took place in the 2022 Home Rule Charter. She then listed the steps of changing the elected position to an appointed one. A preliminary resolution is considered by the Commission, if passed it goes to a public hearing or townhall meeting to get information out and receive input, then discussion of adopting the final resolution is had. If a final resolution is adopted, the effective date would be April 1st, 2027. Lawyer commented that if a final resolution is reached, the public can still file a petition if its going against their wishes, and it would then go to the ballot for a vote. Chair Bitner recommended that the public hearing be in conjunction with a normal Commission meeting. Comm. Bakken stated that the public

hearings should be also held outside of the normal Commission meetings to allow more people to attend. Lawyer stated that there should be a way for people to submit written comments as part of the public hearing. Chair Bitner added that he would get ahold of County Emergency Management Director Mary Senger regarding setting up the ability to take written comments. Comm. Schwab expressed the need to make sure that the people emailing be required to verify they are Burleigh County residents and Chair Bitner added this to his list to discuss with Senger. Motion by Comm. Bakken, 2nd by Comm. Schwab, to approve the preliminary resolution to gain input from the people and to add it to the website as well as communicate with Dakota Media Access to help get the word out. All members present voted 'AYE'. Motion carried.

County Finance Director Leigh Jacobs presented a suggested update to county policies and procedures regarding vendor onboarding. He stated that the County does have some policies and procedure that would be put together in a more comprehensive way. This would aid in the execution of 1099s at the end of the year. He asked if the Commission would be willing to review the current vendor lists to come up with an approved vendor list. Comm. Woodcox asked what the process would be to get a new vendor on the approved vendor list and Jacobs responded that it would be part of the development of the onboarding process. The consensus amongst the Commission was to assist Jacobs in reviewing the current vendor list.

States Attorney Julie Lawyer presented an update on the Victim Witness Program grant funds. She mentioned that on Monday, January 27th, 2025, the White House announced the freezing of all federal funding which included federal grants. On the 29th, the States Attorney's Office received a letter from the DOCR stating that all federal money would not be paid out until everything was settled. She received a notification an hour after requesting this item to be added to tonight's meeting agenda that the White House had issued another order rescinding the original order withhold funding. She said that there was a hearing today that extended the stay on that order. The County gets VOCA funding for the Victim/Witness program which was approximately \$101,000 from the Federal government and the State provided approximately \$59,000. She said the freeze does not effect the state funding and when the DOCR receives the funding they will distribute it to the County. Comm. Bakken inquired if this would change the operations of the States Attorney's Office and Lawyer responded that it would not because the County pays the bills and then is reimbursed from the State.

County Auditor/Treasurer Mark Splonskowski presented a request for a public hearing regarding Special Assessment District #76 Falconer Estates. He stated that all the work has been completed on the project and the Special Assessments Committee held a meeting and public hearing in which nobody presented any concerns or comments. Splonskowski requested that the Commission approve a public hearing. Comm. Bakken enquired if the County sent out letters regarding the special assessments and Splonskowski responded that it is required to be posted in the Bismarck Tribune once a week for two weeks. Comm. Bakken asked what the scope of the special assessment district was and Splonskowski responded that it is one street, Sully Drive, in Falconer Estates which encompasses about 12 properties. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the request for a public hearing. All members votes 'AYE'. Motion carried.

Chair Bitner stated that he had been contacted by a contractor interested in putting together a bid for a project on 80th and Highway 10 and mentioned that the gravel suppliers have been notifying the contactors that the weight limit on Highway 10 is 80,000 pounds. County Engineer Marcus Hall was brought forward for

discussion on this item. Chair Bitner and Hall stated that this could cost the County an additional \$20,000 to \$30,000 due to the lighter loads. Hall asked if the Commission would be willing to allow a 105,500 pound weight limit on that road for this project and requested an addendum for this project only, noting that he had gotten inquiries from other contractors on other projects. Comm. Schwab mentioned that Highway 10 was just repaired for approximately \$180,000 and if the County changed the load limit, they would have to repair it again. Comm. Bakken stated that he didn't agree with benefiting the County and not the other contractors and projects even though it would benefit the County taxpayers. Comm. Munson commented that he was concerned that the \$20,000 or \$30,000 that would be spent now could keep the County from spending more to repair the road later and that he agreed with Comm. Bakken's statement. Motion by Comm. Schwab, 2nd by Comm. Munson to leave the load limit at 80,000 pounds. All members present voted 'AYE'. Motion carried.

Commissioner Bakken asked for more information from County Sheriff Kelly Leben regarding the illegal immigrants detained by the Burleigh County Sheriff's Department and how that affects the County. Leben stated that he addressed this same topic with an Associated Press reporter recently. Leben responded that we have been here before and it just looks different depending on the administration that is in the White House. Leben stated that Sheriff Deputies performed a routine traffic stop last Wednesday for a registration violation. The Deputies identified the occupants of the vehicle and that they were here illegally and a call to Border Patrol was made. Border Patrol then interviewed the subjects in the vehicle and advised the Deputies to take them into custody. The Sheriff's Department was not aware that one of the subjects was a Venezuelan gang member until it was brought up by Border Patrol last Friday. Leben stated he does not anticipate any raids in North Dakota, but the State will see similar situations that happened last week. He addressed Comm. Schwab's question regarding the cost of the detention of these subjects and he said once Border Patrol or Customs says to detain the subject, they are very quick in picking up the subject so the County incurs very little cost. Leben stated that he had been asked the question of would the Sheriff's Department be willing to go into contract with Immigration, Customs, and Enforcement and he said they would entertain that idea. He mentioned that he has been in contact with them and that it would be another entity looking for bed space. Comm. Bakken asked if there were any concerns of Deputies needing backup due to increased activity and Leben responded that there is always a concern, but that the Deputies and Detention Center Officers performed very well. Leben mentioned he recently had a meeting with Congresswoman Julie Fedorchak regarding this topic. He stated that there will be voluntary deportation when they see the pressure that is being put on them and some will leave. Leben said that he had heard of people confronting others about this and he hoped that people maintain respect and dignity. He said that we have an illegal immigrant problem but we need to remain respectful and dignified. Comm. Bakken asked how the interagency cooperation was with Border Patrol and Leben responded that the Sheriff's Department has always had a good relationship with the Federal Government.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

**BURLEIGH COUNTY COMMISSION
MEETING
JANUARY 21ST, 2025**

5:12 PM

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

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

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

Motion by Comm. Bakken, 2nd by Comm. Woodcox to table the December 23rd, 2024 meeting minutes until the next commission meeting on February 3rd, 2025. All members present voted, “AYE”. Motion carried.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to table all the minutes of the meetings held on December 2nd, 4th, 16th, and 23rd, 2024 and January 6th, 2025, until the next commission meeting on February 3rd, 2025. All members present voted, “AYE”. Motion carried.

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve all the bills of the meetings held on December 2nd, 4th, 16th, and 23rd, 2024 and January 6th, 2025. All members present voted, “AYE”. Motion carried.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Wesley & Ruth Wessner	2024	Lot 22, Block 5, Eastside Heights	50% Homestead Credit	\$276,100	\$176,100
Marcella Haman	2024	3801 Koch Dr Condo Assoc Unit 2 & Garage Unit 2, Lot 4, Block 2, Koch Addition	100% Homestead Credit	\$246,700	\$46,700
Linnae Brew	2023	Normandy Cottages Condo Assoc Unit 1, Lots 1-13, Block 1, Sonnet Heights Subdivision 8th Replat	50% Homestead Credit	\$328,200	\$228,200
Linnae Brew	2024	Normandy Cottages Condo Assoc Unit 1, Lots 1-13, Block 1, Sonnet Heights Subdivision 8th Replat	50% Homestead Credit	\$334,500	\$234,500
Anthony & Alvina Splonskowski	2024	Lot 17, Block 10, Washington Heights 3rd	50% Homestead Credit	\$283,300	\$183,300
Monte & Gayle Schneibel	2024	Lot C of Lot 4, Block 1, Missouri River Estates	50% Homestead Credit	\$291,100	\$191,100
Monty Snyder	2024	S1/2SE1/4	100% Homestead Credit	\$163,400	\$0
Roberta Froehlich	2024	Unit 6G of Lot 2, Block 1, Plaza Tower	50% Homestead Credit	\$97,100	\$48,550
Kim & Patricia Wiest	2024	Lot 10, Block 1, Haycreek Meadows	50% Homestead Credit	\$293,100	\$193,100
Fred & Mitzl Johnson	2023	Lot 6, Block 1, Watsons	50% Homestead Credit	\$102,700	\$51,350
Fred & Mitzl Johnson	2024	Lot 6, Block 1, Watsons	50% Homestead Credit	\$92,900	\$46,450
Rick & Jacqueline Bischof	2023	Lot 9, Block 1, Fox Island	Error in property description	\$908,300	\$883,800
Rick & Jacqueline Bischof	2024	Lot 9, Block 1, Fox Island	Error in property description	\$984,000	\$956,600
Norman & Cynthia Gabel	2023	Baltus Dr Condo Phase II Unit 3321, Aud Lot 1A of Lot 1, Block 2, East Hills Addn Replat	50% Homestead Credit	\$329,700	\$229,700
Norman & Cynthia Gabel	2024	Baltus Dr Condo Phase II Unit 3321, Aud Lot 1A of Lot 1, Block 2, East Hills Addn Replat	50% Homestead Credit	\$348,800	\$248,800
Edna Gartner	2024	Lot 13, Block 11, Register's 2nd	100% Homestead Credit	\$210,500	\$10,500
Delores Jahner	2024	2017 Oregon Dr Condo Assoc Unit 1, Aud Lot E being pt of Lot 5 & Aud Lot B of Lot 1, Block 1, Pebble Creek 5th	100% Homestead Credit	\$202,600	\$2,600

David Breeding	2024	Lots 1-3, Block 8, Wilton - Macomber's 1st	100% Homestead Credit	\$43,100	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt NW1/4	Exempt property	\$1,900	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt W1/2 less tr for hosp add, Tylers 1sr, Tylers West Vlg less 9.82A-412 & 11.74A-414 & 13.10A to cty W XVI	Exempt property	\$5,500	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$4,900	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$5,900	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$500	\$0
Park District of the City of Bismarck	2024	Section 19, Hay Creek Township, Lot 10A in SW1/4SE1/4 (irr plt #291979)	Exempt property	\$13,700	\$0
Park District of the City of Bismarck	2024	Section 19, Hay Creek Township, 26.42A of SE1/4SW1/4 & .90A of SW1/4SE1/4	Exempt property	\$7,200	\$0
Duane Wald	2024	Legacy Condos II Unit 5, Lot 1B & Lot 1C of Lot 1, Block 1, Hamilton's 1st Addn	100% Homestead Credit	\$203,100	\$3,100
Venture Holdings LLC	2024	Lot 3, Block 1, Northstar Comm Park 3rd, beg at NW cor of L3 th S 89°35'52"E al N line of L3 231.84' to E line of L3; th S 00°26'03"W al E line 217.31'; th N89°37'11"W 243.15' to W line of L3; th N03°24'48"E al W line 217.71' to POB	Duplicate assessment	\$622,000	\$0
Jon Martinson	2023	Normandy Cottages Condo Assoc Unit 2, Lots 1-13, Block 1, Sonnet Heights Subdivision 8th Replat	50% Homestead Credit	\$353,000	\$253,000
Jon Martinson	2024	Normandy Cottages Condo Assoc Unit 2, Lots 1-13, Block 1, Sonnet Heights Subdivision 8th Replat	50% Homestead Credit	\$359,500	\$259,500
Duane Zimmerman	2024	Lot 2, Block 12, Perry Pines	50% Homestead Credit	\$177,500	\$88,750
Brock & Ashley Johlfs	2024	Lot 4, Block 6, Spiritwood Estates	60% Disabled Veteran	\$552,000	\$444,000

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Wesley & Ruth Wessner, Marcella Haman, Linnae Brew (2), Anthony & Alvina Splonskowski, Monte & Gayle Schneibel, Monty Snyder, Roberta Froehlich, Kim & Patricia Wiest, Fred & Mitzl Johnson (2), Rick & Jacqueline Bischof (2), Norman & Cynthia Gabel (2), Edna Gartner, Delores Jahner, David Breeding, Park District of the City of Bismarck (7), Duane Wald, Venture Holdings LLC, Jon Martinson (2), Duane Zimmerman, and Brock & Ashley Johlfs abatements plus the remainder of the consent agenda in its entirety. All members present voted “AYE”. Motion carried.

County Engineer Hall presented some 2nd approach permits on Shoal Dr for the Commission to deliberate on whether to approve or deny. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the 2nd approach permits. Comm. Schwab, Bakken, Woodcox, and Munson voted “AYE”; Comm. Bitner voted “NAY”. Motion carried.

County Engineer Hall presented a resolution to authorize the advertising of bids for a project at Bryan Slough. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the resolution. All members present voted “AYE”. Motion carried.

County Engineer Hall presented a resolution to authorize the advertising of bids for a project at the intersection of HWY 10 and 80th Street. Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the resolution. All members present voted “AYE”. Motion carried.

County Engineer Hall presented a resolution to authorize the advertising of bids for some micro surfacing projects. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the resolution. All members present voted “AYE”. Motion carried.

County Planner Flanagan presented a RRH Subdivision plat and zone change to the Commission and requested approval per recommendation of the Planning Commission. A discussion was had regarding a proposed lagoon on the lot, which would cover almost half of said lot on the south side. Motion by Comm. Bakken, 2nd by Comm. Munson to table this item until the next commission meeting to collect additional information on this subject. All members present voted “AYE”. Motion carried.

Sheriff Leben presented the quarterly jail report. The average daily population was 268, and that overall, booking numbers remain high. Leben pointed out that a noticeable reduction was seen in the income of individuals from the City of Bismarck due to a shift in city policy. The billing for 2024 ended at \$2,591,063. Three hundred and nine (309) people participated in the Alternatives to Jail Program, with those numbers continuing to rise. Leben also touched on the jail's Medication Assisted Treatment Program,

explaining that the program helps administer medication like methadone to help inmates suffering from withdrawals. In 2023, 874 doses of methadone were administered; in 2024, that number increased to 2,432. In terms of staffing, Leben said that the while the Sheriff's Department is currently stable and fully staffed, the Detention Center lost five employees in a very short amount of time. Leben said that his department is in the middle of the hiring process for those five vacancies (plus four back-fill positions) and that 40 applicants had made it to interview phase; however, many ended up being no-shows. Leben informed the Commission that a Governance Board meeting is coming up on February 7th, 2025, and asked for guidance from the Commission regarding the idea of contract prisoners, which is to be a topic at the upcoming meeting. A consensus was reached amongst the Commissioners in favor of pursuing other contracts and investigating the idea. No further action was taken.

State's Attorney Lawyer presented to the Board that she had received a letter from the Office of Special Counsel stating that there were no Hatch Act violations regarding Auditor/Treasure Splonskowski. Since the Office concerns itself only with partisan elections and that the election for county commissioner was non-partisan, they didn't look at it any further.

State's Attorney Lawyer presented a draft resolution and plan to the Commission for review regarding the conversion of the elected office of County Auditor/Treasurer into a Commission appointed position. Lawyer specified that should the resolution meet all the necessary legal requirements and pass, it would become effective as of April 1st, 2027, as the conversion cannot take effect until the current term is done. Lawyer also gave some examples and insight into current appointed Auditor/Treasurer positions in other North Dakota counties. In response to a question from Comm. Munson, Lawyer suggested the Commission could hold public hearings to get the public's opinions on the topic as part of the commission meetings for a minimum of three months, similar to how Cass County had previously done. Lawyer also clarified to the Commission that any final resolution on this topic should be done prior to the year's end. Motion by Comm. Woodcox, 2nd by Comm. Bakken to table this item until the next commission meeting. Comm. Schwab, Bakken, and Woodcox voted "AYE"; Comm. Munson and Bitner voted "NAY". Motion carried.

Chairman Bitner mentioned to the Commission that he had contacted four firms – Eide Bailly, Brady Martz, Haga Kommer, and Widmer Roel – and asked them about their respective rates for a forensic audit. Haga Kommer and Widmer Roel both stated that they do not do forensic audits, while Eide Bailly and Brady Martz had provided Bitner proposals on moving forward. State's Attorney Lawyer returned to the podium and suggested that the Commission table any type of forensic evaluation of the county's books until the State Auditor has done its audit and found something that would warrant further investigation. At Comm. Woodcox's request, County Finance Director Jacobs came forward and assured the Commission that the county is properly investing its money right now. A consensus was reached amongst the Commissioners to table any type of forensic evaluation until the State Auditor has done its audit. No further action was taken.

With the upcoming retirement of the current Building & Grounds Director, Chairman Bitner stated that additional staff is needed at the maintenance level. Bitner recommended advertising for a Maintenance II position with underfill, as well as for a new Building & Grounds Director. Bitner also suggested that maintenance staff could be allocated under the closest director/supervisor in where they're working at until the county can get another Grounds Director hired. County HR Director Binder also gave her thoughts and insight on the issue. Motion by Comm. Bakken, 2nd by Comm. Schwab to move forward with hiring for and filling in all positions. All members present voted "AYE". Motion carried.

Meeting Adjourned.

Mark Splonskowski, County Auditor/Treasurer

Brian Bitner, Chairman

**BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
HR WORKSHOP
JANUARY 15TH, 2025**

10:00 AM

Chairman Bitner called the Burleigh County Commission special meeting to order.

A roll call of members: Commissioners Munson, Bakken, Woodcox, and Chairman Bitner were present. Comm. Schwab was absent.

Human Resources Director Pam Binder gave a presentation regarding the job description for a Burleigh County Administrator position. Binder referenced other counties' job descriptions of their respective County Administrator positions in comparison to Burleigh County's job description drafts. Binder requested input and direction from the Commissioners regarding what they wanted to see contained within the final job description.

Human Resources Director Pam Binder gave a presentation on the current structure of the Burleigh County Building Maintenance Department. With the upcoming retirement of the current Building & Grounds Manager, possible structure changes were discussed. The Commissioners requested feedback from County Engineer Marcus Hall and Sheriff Kelly Leben on the need for Building & Grounds employees for their respective facilities.

Chairman Bitner requested that this topic be added to the next scheduled Commission meeting on January 21st, 2025, for further discussion.

Meeting adjourned.

Mark Splonskowski, Auditor/Treasurer

Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
MEETING
JANUARY 6TH, 2024

5:09 PM

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

Deputy Auditor Vietmeier asked if there were any nominations for Chairman. Comm. Bakken nominated Comm. Bitner as Chairman. Comm. Woodcox nominated Comm. Munson as Chairman. Commission discussion was held. Election for the chairman was held with Comm. Bakken, Schwab, and Chair Bitner voting for Comm. Bitner and Comm. Woodcox and Comm. Munson voting for Comm. Munson. Comm. Bitner prevailed as Chairman.

Chair Bitner called for nominations for Vice Chairman. Comm. Schwab nominated Comm. Bakken. Comm. Woodcox nominated Comm. Munson. Election for the Vice Chairman was held with Comm. Schwab, Comm. Bakken, and Chair Bitner voting for Bakken and Comm. Woodcox and Comm. Munson voting for Munson. Commissioner Bakken prevailed as vice chairman.

Motion by Comm. Munson, 2nd by Comm. Schwab to add Comm. Bakken to the Auditor/Treasurer portfolio. All members present voted “AYE”. Motion carried.

All other portfolios stay the same.

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

Motion by Comm. Munson 2nd by Comm. Schwab to approve the meeting agenda with Item 8 being moved to the January 21st, 2025, meeting due to the absence of the Auditor/Treasurer. All members present voted “AYE”. Motion carried.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to table the minutes of the meetings held on December 2nd, 4th, 16th, and 23rd until the January 21st, 2025 meeting. All members present voted “AYE”. Motion carried.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Vicki L Williams	2024	Lot 3A, Block 10, Sonnet Heights Subdivision	Error in property description	\$271,700	\$261,200
Sherri Woehl	2024	Block 30, Wachter's 3rd, Lots 17-20 Albert Square Condominiums Unit 1531	100% Disabled Veteran	\$216,900	\$36,900
Michaela Fuchs & Orlin Perdue III	2024	Lots 17-18, Block 2, McKenzie's	Significant water damage in basement	\$332,100	\$224,800
Century Baptist Church	2024	Lot 4, Block 2, Mayfair Managers	Property exempt from taxation - parcel fully exempt for 1 month of 2024	\$842,700	\$772,400
Jorge Santiago	2024	Lot 2, Block 2, Southbay 4th Addition	100% Disabled Veteran	\$255,100	\$210,100
Robert & Lorraine Faulhaber	2024	Lot 11, Block 1, Heritage Park Addition 1st Replat	100% Disabled Veteran	\$396,800	\$321,800
Ross Gerhardt	2023	Lot 13, Block 1, Promised Land	Error in property description	\$242,400	\$209,200
Ross Gerhardt	2024	Lot 13, Block 1, Promised Land	Error in property description	\$248,500	\$218,300
Kent Stroh & Trang Nguyen III	2023	Lot 1, Block 1, Elk Ridge Addition	Error in property description	\$376,900	\$346,600
Michael & Karen Lalonde	2024	Lot 13, Block 11, Meadow Valley 3rd	50% Homestead Credit	\$334,800	\$234,800
Porch & Fence Properties LLC	2024	Block 92, McKenzie & Coffin's, Lot 6 & 6A of Schultz's Subdivision in Lots 21-23 & S 20' of Lot 24	True and full value exceeds market value, error in property description	\$137,100	\$113,700
Curtis Smith & Marilyn Schroder	2024	Lot 11, Block 7, Imperial Valley	50% Homestead Credit	\$338,800	\$238,800
Douglas & Carol Alm	2024	Block 3, Cottonwood Lake 4th, Lot 8 & undivided interest in Lot 32 Block 1	50% Homestead Credit	\$417,700	\$317,700

Thomas & Cynthia Anderst	2024	Lot 9A being part of Lots 3-5, Block 4, Stein's 5th	50% Homestead Credit	\$234,000	\$134,000
Janet Frohlech	2024	Lot 6 Brandon Heights Condominiums Six Unit 205, Block 1, Brandon Heights	100% Homestead Credit	\$228,800	\$28,800
Keith Greig	2023	Lot 1, Block 2, Prairie Hills	50% Homestead Credit	\$287,200	\$187,200
Keith Greig	2024	Lot 1, Block 2, Prairie Hills	50% Homestead Credit	\$308,000	\$208,000
Charlette Middlestead	2024	N 152.11' of Aud Lot F of Lot 3, Block 1, Brandon Heights	100% Homestead Credit	\$308,000	\$108,000
Dean & Carolyn Miller	2024	Lots 17-20 Albert Square Condos Unit 1523, Block 30, Wachter's 3rd	50% Homestead Credit	\$219,100	\$119,100
Fred & Charlotte Miller	2024	Block 1, North Mills 6th, Lots 5-6 less W 3.48' of said lots Centennial Condo Unit 210 garage G-35 parking P-12	100% Homestead Credit	\$192,500	\$80,208
Caroline Monroe	2024	Block 4, East Hills Addn Replat, Lot 8 Baumgartner's Sharloh Loop Condo Unit 12 Garage unit A12 Building A	100% Homestead Credit	\$183,400	\$152,833
Debbie A Opp	2024	Lot 13, Block 7, Replat of Calkins	50% Homestead Credit	\$221,600	\$121,600
Leopold & Kathryn Richter	2024	Lots 1-2 less W10', Block 1, Sturgis	100% Homestead Credit	\$203,200	\$3,200
Richard & Barbara Scott	2024	Aud Lot 3B of Lot 3, Block 17, Sonnet Heights	50% Homestead Credit	\$264,100	\$164,100
Travis Pederson	2024	1996 Chief Bonnavilla 16 x 80, #NEB69A2490	Mobile home moved to Pierce County in 2023	\$58,100	\$0
Jaren Bender	2024	1973 Sharva-R 15 x 66, #3911	Mobile home moved to Emmons County in 2023	\$24,000	\$0
Dorothy Kastner	2024	Block 13, Replat Homan Acres, Lot H of Lot 1 Washington Court Condo Building 215 Unit 9 garage 9	100% Homestead Credit	\$26,000	\$0
Harley Wagner	2024	1971 Homecrest 67 x 14, #B080388	Mobile home damaged by fire	\$7,204	\$0
Paul & Shari Huettl	2024	Lot 2, Block 3, Country Creek 1st	Basement finish not completed gave 10% obs	\$477,800	\$436,500
Krystyna Gorzelska	2024	Block 1, North Hills 6th, part Lots 7-8 Dakota Condominiums unit 325 & garage G-9 & parking space P-22	100% Homestead Credit	\$239,900	\$39,900

Motion by Comm. , 2nd by Comm. to approve the Vicki L Williams, Sherri Woehl, Michaela Fuchs & Orlin Perdue III, Century Baptist Church, Jorge Santiago, Robert & Lorraine Faulhaber, Ross Gerhardt (2), Kent Stroh & Trang Nguyen III, Michael & Karen Lalonde, Porch & Fence Properties LLC, Curtis Smith & Marilyn Schroder, Douglas & Carol Alm, Thomas & Cynthia Anderst, Janet Frohlech, Keith Greig (2), Charlette Middlestead, Dean & Carolyn Miller, Fred & Charlotte Miller, Caroline Monroe, Debbie A Opp, Leopold & Kathryn Richter, Richard & Barbara Scott, Travis Pederson, Jaren Bender, Dorothy Kastner, Harley Wagner, Paul & Shari Huettl, and Krystyna Gorzelska abatements plus the remainder of the consent agenda in its entirety. All members present voted “AYE”. Motion carried.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the consent agenda as presented. All members present voted “AYE”. Motion carried.

County Planner Flanagan presented a Rath Subdivision plat to the Commission and requested approval by the Commission. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Rath Subdivision plat. All members present voted “AYE”. Motion carried.

Assistant County Engineer Schriock presented the Commission with a resolution. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the resolution for authorization to advertise for bids for the purchase of reinforced box culverts to replace bridge located 4.2 miles south of Highway 10 on 236th Street SE. All members present voted “AYE”. Motion carried.

Chairman Bitner led a discussion about the Burleigh County investments and to provide clarification as to where our investment monies come from. Finance Director Jacobs appeared to inform the commission on the funds that currently invested. Chairman Bitner requested that the Investment policy be added to the January 21st, 2025, meeting for review. Commissioner Schwab requested a spreadsheet of all our investments and discussed the benchmarking. Motion by Comm. Munson, 2nd by Comm. Woodcox to add Chairman Bitner and Commissioner Bakken to the Burleigh County Investment Committee. All members present voted "AYE". Motion carried.

Commissioner Woodcox asked Finance Director Jacobs if he had a ballpark figure on what had been collected in the one cent sales tax which is to be used as a direct replacement for property taxes. Finance Director Jacobs says that it should be approximately twenty-four million per year. Chair Bitner noted that a portion of the tax revenue will be available for the next budget cycle and then subsequent years after that the full amount will be available. Commissioner Woodcox inquired if that money is being properly invested. Finance Director Jacobs stated that what has been received has been invested. Chairman Bitner states that we will be looking at the details to make certain our reserves fall within the limits of the Century Code.

Motion by Comm. Woodcox 2nd by Comm. Munson to approve the bills from the December 16th meeting. All members present voted, "AYE". Motion carried.

Chairman Bitner informed the commission about the phone lines in the Provident Life Building that had been cut which affected the beacon and the elevator emergency phones.

Chairman Bitner said that the attorneys are suggesting that we join the other parties that are appealing the PSC decision. By consensus the commission agrees to join the other parties.

.Meeting Adjourned.

Mark Splonskowski, County Auditor/Treasurer

Brian Bitner, Chairman