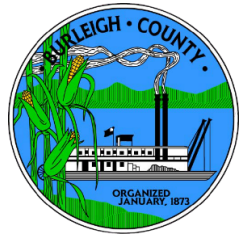




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



Burleigh County Commission Meeting Agenda

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

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

December 15, 2025

5:00 P.M.

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of December 1, 2025, meeting minutes and bills. *(Pg. 3-6)*
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
6. Consent Agenda:
 - a. Abatements. *(Pg. 7)*
 - b. Special event permits.
7. Johnathan Fortner:
 - a. Lignite Energy Council presentation.
8. MVCC Chair Kay LaCoe:
 - a. Missouri Valley Complex yearly update. *(Pg. 9-25)*
9. County Planning Director Flanagan:
 - a. Kuntz Final Subdivision. *(Pg. 27-29)*
10. Commissioner Munson:
 - a. Missouri Valley Complex Special Assessment discussion. *(Pg. 31)*
11. County Auditor Splonskowski:
 - a. Auxiliary Board Applications. *(Pg. 33-49)*
12. Other Business.
13. Adjourn.

The next regularly scheduled Commission meeting will be on January 5, 2026.

Mark Splonskowski
Burleigh County Auditor

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
DECEMBER 1st, 2025**

5:18 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 excluding item seven, a presentation by the Lignite Energy Council. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the November 17th, 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 Robert & Sandi Dennis, Conrad & Kay Deen Carlson, James King, William & Betty Sprynczynatyk, Wayne & Rachel Haidle, Linda Lou Hintz abatements, and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner started a discussion on the amended ETA agreement with the City of Bismarck. County resident Wayne Martineson spoke on the subject. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the ETA agreement with the City of Bismarck. Commissioners Bakken, Schwab, and Munson voted 'AYE'. Commissioner Munson and Chairman Bitner voted 'NAY'. ***Motion carried.***

Commissioner Munson presented a letter from the City of Bismarck requesting action on the Bismarck-Burleigh Public Health agreement. He said the letter was asking the Commission if the County wanted to continue the original contract for service agreement, pursue a Joint Powers agreement with the City for public health services, or for the County to form its own public health department. City of Bismarck Administrator Jason Tomanek and City of Bismarck Commissioner Anne Cleary spoke on the subject. Discussion was had. Motion by Comm. Bakken, 2nd by Comm. Woodcox to continue a contract for service agreement with the City of Bismarck for public health services for 2026. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented a request for a special use permit for Bryan Wentz to build an accessory structure. County resident Joe Wentz spoke on the subject. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Wentz special use permit. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented a request for a special use permit for Keith Ketterling to build a winter riding arena. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Ketterling special use permit. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented the Gawley Final Subdivision Plan and Zone Change. He stated the plat is for ten acres of a forty-acre parcel to build a single family home and recommended changing the zoning from A-Agriculture to R1-Rural Single Family Residential. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Gawley Final Subdivision Play and Zone Change. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Planning Director Flanagan requested renewal of membership support for the Government Partners Program which has been developed by the Big Sky Passenger Rail Authority. Motion by Comm. Schwab, 2nd by Comm. Bakken to renew membership support for the Government Partners Program through the MPO. Commissioners Bakken, Munson, and Schwab voted 'AYE'. Commissioner Woodcox and Chairman Bitner voted 'NAY'. **Motion carried.**

County Human Resources Director Pam Binder Presented a follow up on the 2027 Auditor salary analysis. Binder proposed that the newly elected Auditor would start at the minimum salary of \$28,500 and then upon election present their resume and negotiate the actual salary based on experience and education. Discussion was had. Motion by Comm. Woodcox, 2nd by Comm. Bakken to set the starting salary for the Auditor starting at the new term in 2027 as \$45,000 and then negotiate from there. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.**

Human Resources Director Binder presented the 2026 holidays to be observed as paid holidays for the County for Commission approval. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the 2026 holidays observed by the County as paid holidays. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Human Resource Director Binder requested the Commission approve the appointment of Jacob Achtenberg as the new Facilities Director. Motion by Comm. Bakken, 2nd by Comm. Munson to formally appoint Jacob Achtenberg as the Burleigh County Facilities Director. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Human Resource Director Binder announced the retirement of County Engineer Marcus Hall. Binder requested authorization to post the County Engineer position internally and externally for thirty days. Motion by Comm. Bakken, 2nd by Comm. Munson to authorize the Human Resource Director to post the position of County Engineer. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Human Resource Director Binder presented an update on the posting of the Treasurer and Finance Director positions. She stated that the positions are posted and will close on December 22nd, 2025. Binder said that they have received applications for both positions.

Human Resources Director Binder stated that the County needed to update the authorized signers on financial accounts which former Finance Director Leigh Jacobs is one. Binder recommended appointing Deputy Finance Director Taylor Schmidt as Interim Treasurer and have him and the Accountant I Britan Rabe be listed as the authorized signers. Motion by Comm. Bakken, 2nd by Comm. Munson to approve Deputy Finance Director Taylor Schmidt as Interim Treasurer and to add Accountant I Britan Rabe as an additional signer on the financial accounts. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Human Resource Director Binder presented a request from Interim Treasurer/Deputy Finance Director Taylor Schmidt requesting a stipend for extra work placed on some of the Treasurer's Office staff. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the stipend going forward for select Treasurer's Office staff until the Treasurer and Finance Director positions have been filled. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Human Resource Director Binder requested clarification from the Commission on the scope, duties, and type of position the temporary consultant employee for the Finance Director position will be. Chair Bitner stated that any hiring or firing would need to go through the portfolio holder and Human Resources. Motion by Comm. Bakken, 2nd by Comm. Woodcox to move forward with the temporary position with those constraints on condition of employment. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Elections Coordinator Thomas Larson presented a request for approval of the 2026 precincts and polling locations. Larson stated that the precincts have not changed and there is one change in polling locations; the polling location of Hillside Aquatic Center will now be located at Bismarck Baptist Church. Motion by Comm. Schwab, 2nd by Comm. Munson to approve the 2026 precincts and polling locations. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Commissioner Schwab presented the letter and resolution to exit the Garrison Diversion Conservancy District (GDGD) and requested the Commission approve sending it. Comm. Bakken stated that he and Comm. Munson would be meeting with the GDGD between the 9th and the 11th to discuss the District. Motion by Comm. Bakken, 2nd by Comm. Munson to un-table the decision to send the letter and resolution to be removed from the GDGD. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.** Discussion was had. Motion by Comm. Schwab, 2nd by Comm. Bakken to send the letter and resolution to the Garrison Diversion Conservancy District to be removed from the District. Commissioners Bakken, Schwab, and Chairman Bitner voted 'AYE'. Commissioners Munson and Woodcox voted 'NAY'. **Motion carried.**

County Auditor Mark Splonskowski presented the applications that had been received for open positions on the Auxiliary Boards. Splonskowski said there are three positions open on the County Planning and Zoning

Board, two positions open on the School Redistricting Board, and one or two positions open on the Water Resource District Board. He stated that the list of open positions as well as the application is on the County website. Chair Bitner asked that this item be placed on the next agenda. Motion by Comm. Woodcox, 2nd by Comm. Munson to reappoint Jim Landenberger and Dennis Reep for the Water Resource District Board. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Other business:

- Comm. Schwab spoke regarding the Garrison Diversion Conservancy District.

Meeting Adjourned.

6:48 PM

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

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

Abate #	Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
25-541	Sammy Wassim	2025	E51.5' of N1/2 of Aud Lot 27, Blk 27, Park Hill (Aud Lots)	100% Homestead Credit	\$232,200	\$32,200
25-542	Curtis & Cynthia Lippert	2024	Lot 4, Blk 4, Parkview	50% Homestead Credit	\$219,600	\$119,600

ITEM

8

Missouri Valley Complex: Strategic Development and Community Impact 2025

Comprehensive Overview of Progress, Governance, Infrastructure, and Stakeholder Engagement

2025 Missouri Valley Complex: Foundational Progress Update



Oversight Authority Role

The Missouri Valley Complex Committee functions as a management, operation, and development oversight entity responsible to the Burleigh County Commission.



Core Responsibilities

The MVCC's core purpose is to engage stakeholders for complex planning, programming, site improvements, and operations.



MVC Fund Status

The MVC Fund balance was reported at \$5.6 million (as of August 2024) and is intended and has been used for major capital projects.



Strategic Focus

The MVCC is focused on utilizing this dedicated fund to support strategic planning and critical development investments essential for the complex's sustained growth.

Regulatory Foundation: Zoning and Infrastructure Policy



April 2025: Rezoning Approval

The Bismarck City Commission approved the MVCC's recommendation to rezone the Missouri Valley Complex from Planned Unit Development (PUD) to Public (P) zoning, facilitating public-oriented development flexibility.



Funding Allocation for Planning

The Burleigh County Commission allocated \$50,000 from the MVC Fund for Swenson Hagen's initial planning phases, including site plan development and replatting efforts.



Infrastructure Recommendations

The MVCC formally recommended that roads, parking lots, utilities, and stormwater management be developed and maintained as public improvements. This policy shifts the long-term financial burden from individual user groups.

Value Metrics: Education and Community Outreach (4-H and Extension)

32

Total Educational Outreach Events

The 4-H and Extension programs emphasize educational outreach, hosting 32 events through September 2025.

1,275

Total Event Participants

There were 1,275 total participants involved in the educational outreach events held by the 4-H and Extension programs.

500

Engagement with Third-Grade Students

“Life on the Farm” sessions engaged approximately 500 third-grade students across the region.

200+

Bow Master 4-H Club Events and Easter Hunt

The Bow Master 4-H Club conducted 13 shooting events, each averaging 40 members and 25 adults. And hosted an Easter Hunt attracting over 200 participants at the Joann Hetzel Building.

Value Metrics: Facility Rentals and Diverse Usage (BPRD & Buckstop Junction)

01

Steady Growth in 4-H Building Rentals

The Joann Hetzel 4-H Building increased from 47 rentals across 64 days in 2021 to 100 rentals across 135 days in 2023, with 72 rentals over 108 days recorded through September 2025.

Event attendance for 2025 to date totals an estimated 4,818 people.

02

High Usage Rates

Community Garden maintains high usage, with 117 plots rented in 2024 and 2025.

03

Diverse Public Events at Buckstop Junction

Buckstop Junction hosts a variety of public events ranging from 100 to 300 attendees.

Buckstop facilitates critical inter-agency use by hosting training for various departments of the Bismarck Police Department, including K-9 training.

Value Metrics: Quantifiable Visitor Spending (Motocross)

26 events

Annual Event Volume

Motocross activities constitute a major economic driver, consisting of 4 races, 20 practice sessions, and 2 safety courses annually.

3.5k
people

Participant and
Spectator Attendance

Attracting approximately 1,500 participants and 2,000 spectators.

250
vehicles

Vehicle Involvement on
Race Weekends

Major race weekends typically feature around 250 unique vehicles over 2-day events.

\$10k per
day

Daily Spending by Non-
Local Visitors

Non-local visitors contribute an estimated \$10,000 in daily spending during event days.

\$40k
annually

Total Annual Financial
Impact

Yielding a total direct financial impact of roughly \$40,000 annually. Further supporting infrastructure and event quality, the motocross organization received a \$1,500 Bismarck Mandan Convention & Visitors Bureau Partner Grant.

Conclusion: Foundational Progress and Financial Overview



Regulatory Groundwork Completed

The Missouri Valley Complex Committee (MVCC) has successfully laid the critical regulatory and foundational groundwork necessary for the complex's future development and growth.



Zoning Transition Approval

Zoning officially changed from PUD to P (Public) (reported May 21, 2025), providing greater flexibility for coordinated public use



Infrastructure Policy Established

Formally adopted the policy recommending that roads, utilities, and stormwater systems be developed as public improvements



Governance Protocol Developed

Established a clear chain of command requiring all major project proposals and agreements to be reviewed and vetted by the committee before being presented to the County Commission



Strategic Vision Execution

Burleigh County Commission approved funding for Phases 1 & 2 planning services with Swenson Hagen, and the Wetland Delineation Study.

To the Burleigh County Commission:

This report outlines and summarizes the major accomplishments and progress highlights of the Missouri Valley Complex Committee (MVCC) for the Burleigh County Commission, focusing on critical planning, development, and county impact.

Summary of Major MVCC Accomplishments and Progress

The Missouri Valley Complex Committee (MVCC), since its formal establishment in early 2024, has successfully initiated and progressed key foundational efforts necessary for the future development of the Complex, specifically focusing on clarifying land use, establishing public infrastructure direction, and establishing a strategic financial architecture to fund essential planning steps.

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I. Foundational Planning and Regulatory Progress (Zoning, Platting, and Studies)

A significant amount of progress has been made in setting the legal and engineering groundwork for the Complex's future.

Accomplishment	Summary of Progress
Zoning Change to P (Public)	<p>The MVCC formally recommended changing the Complex zoning from Planned Unit Development (PUD) to P (Public) zoning to afford greater flexibility for public development. This zoning change process, which required securing signatures from key property stakeholders (City of Bismarck, State of North Dakota, Burleigh County, & Burleigh-Morton Detention Center), was approved by the City Commission (reported April 2025).</p>
Platting and Planning Services	<p>The Burleigh County Commission approved engaging Swenson Hagen & Co. for Phases 1 and 2 of planning services, utilizing \$50,000 from the Missouri Valley Complex Fund. This contract covers updating the site plan, development concepts, and the replatting process. The replatting process is running parallel with the zoning efforts.</p>
Wetland Delineation Study	<p>Recognizing the vital need to define environmental impacts and identify developable land prior to construction, the MVCC requested the Burleigh County Commission's approval to seek proposals for a wetland delineation study. The Burleigh County Commission approved this request, and a contract was awarded to Moore Engineering for \$7,000, again paid from the MVC Fund. This study is crucial for avoiding platting delays and informing the final design and placement of roads, utilities, and stormwater management.</p>

II. Infrastructure and Project Development Direction

The MVCC has provided clear direction on how key infrastructure and major projects should move forward.

Accomplishment	Summary of Progress
Public Infrastructure Policy	The MVCC passed a motion recommending that roads, parking lots, utilities, and stormwater management be developed and maintained as public improvements . This recommendation was formally presented to the Burleigh County Commission (April 7, 2025). This approach ensures consistency and leverages public funding mechanisms, such as potential city improvement district assessments.
Equestrian and Ag Center Project Recognition	The MVCC formally recognized the Burleigh County Equestrian and Ag Center as a Burleigh County project and approved moving its development plan forward. The Burleigh County Commission subsequently granted approval to recognize the project and identify the property in the east/northeast section of the complex for planning efforts. Preliminary site plans, including a proposed Indian Relay track and indoor stalls, were presented.
Transition to Operating Agreements	The committee is working toward shifting from traditional "leases" to Development and Operating Agreements for user groups. This strategic shift aims to foster collaborative relationships consistent with the complex's identity as a "public entity for public use". The State's Attorney's office is currently involved in drafting template language, starting with the Ag and Equestrian Center project.

III. Financial and Operational Oversight

The MVCC has enhanced financial transparency and addressed specific operational needs.

Accomplishment	Summary of Progress
Missouri Valley Complex Fund Transparency	<p>The MVCC persistently sought and received initial reports, including a flow chart and year-end balance summaries, from the Auditor's office regarding the MVC Fund's history, balance, and interest earnings. The fund balance was reported to be approximately \$5.6 million as of August 2024, with interest earnings reinvested in the fund, which is restricted for cultural and recreational purposes.</p>
2025 Operating Budget & Transitioning to Sustainable Fiscal Management	<p>The Missouri Valley Complex Committee successfully advocated for and received approval for a refined 2025 Operating Budget, reflecting a commitment to accurate financial accounting and operational sustainability for the entire Complex. This adjustment clarified maintenance responsibilities and ensures that funding allocated through taxpayer levy dollars is strictly focused on day-to-day operations, while strategically reserving the dedicated Complex funds for major capital improvements.</p> <p>The MVCC has maintained a strict division between routine maintenance (funded by the operational budget/levy dollars) and major planning/development projects (funded by dedicated reserves), ensuring taxpayer dollars are not burdened by large capital outlays.</p>
Agricultural and Hay Lease Decisions	<p>The MVCC successfully recommended that the agricultural crop land lease for 2025 should not be put out for bid, and instead, the land should be planted with a cover crop for the 2025 planting season. The Burleigh County Commission approved this recommendation. The hay land lease was also secured with an interested party.</p>
Streamlining Improvement Protocol	<p>The MVCC established a protocol that small operational improvement requests, such as gates for the Rodeo Club (under \$1,000 to \$5,000 depending on the Commissioner's</p>

authority), can be handled directly within the operating budget, though all requests should follow the established chain of command and be vetted by the committee first.

Enhancing Understanding: The Zoning Shift

The decision to transition the Complex zoning from PUD (Planned Unit Development) to P (Public) is a cornerstone accomplishment of the committee's work.

Think of the previous **PUD zoning** as operating a multi-tenant office building where every minor change (like moving a wall or changing a tenant's function) required a formal amendment to the PUD master plan, making development costly and rigid.

The **P (Public) zoning**, now approved, treats the Complex much like a large, unified university campus or a metropolitan park. It recognizes the county's public ownership and mission. This allows the MVCC, acting as the management oversight body, **greater flexibility** to coordinate site improvements, utilities, and project development without constant recourse to the City Planning Board for minor amendments. This change directly supports the MVCC's vision of operating the Complex as a public facility dedicated to the overall interests of the Complex.

Enhancing Understanding: Wetland Delineation Study

The initiation and progression of the Wetland Delineation Study (WDS) is a crucial step in translating conceptual plans into concrete, legally viable development, directly addressing environmental constraints before they halt the platting process.

The MVCC successfully passed a motion requesting the County Commission to seek proposals for a wetland delineation study and fund it from the Missouri Valley Complex Fund. The Burleigh County Commission later approved putting the study out to bid. The contract was awarded to Moore Engineering.

The study is paramount for avoiding delays in the overall platting process and is necessary to submit a final plat. It also determines the final design and placement of roads, parking lots, public utilities, and stormwater management systems.

Enhancing Understanding: Public Infrastructure Policy

The MVCC successfully established a foundational policy direction that shifts the long-term financial burden of infrastructure from individual user groups to public funding mechanisms.

The MVCC approved a motion on recommending that the **roads, parking lots, utilities, and stormwater management** be developed and maintained as **public infrastructure**. This recommendation was formally presented to the Burleigh County Commission. This decision aims to maintain the complex as a "**public entity for public use**." It ensures **consistent development standards** and leverages the City of Bismarck's ability to maintain public right-of-way.

Developing roads and storm sewer as public improvements allows the County to **petition the City for street and storm sewer improvements** that can be paid for through **special assessments**. This spreads the cost over a longer period. Had the infrastructure been developed "privately," the complex and its users would be responsible for *every single* cost related to development, maintenance, and replacement (e.g., busted fire hydrants or water mains). This private option was considered rigid and unsustainable for a public facility.

Enhancing Understanding: Fund Transparency

The MVCC has made significant progress in achieving transparency regarding the dedicated reserve fund, confirming its size, historical use, and accounting structure, which is crucial for determining future capital financing. The MVC Fund balance was reported to be approximately **\$5.6 million** as of August/September 2024. The MVCC intends to use this fund for **capital projects** (like the Phase III infrastructure design). The fund balance dropped sharply from approximately **\$8.8 million in 2016 to \$5.4 million in 2024**. This decline was due to the County Commission **transferring funds** to offset and reduce the number of mills levied for budget years, including multiple transfers over **\$500,000** and one **\$1 million transfer to offset and reduce the number of mills levied for budget years**.

This money was allocated by the Commission to buy down property taxes. Although the fund is designated as "**Restricted for Culture and Recreation**," the Auditor clarified he was unaware of a policy restricting the Commission from using the funds for general County purposes unless they derived from a specific grant or dedicated mill. The MVCC requested and received a **flow chart and year-end balance summaries** from the Auditor in March 2025 to make the transactions more understandable. The fund (29.82) is structured as a **single general account** within the County's general fund, with the reserve portion tracked via line items, not a separate bank account. Interest earned is dedicated

back to the MVC Fund line item. The MVCC continues to push for a clearer delineation between the reserve and operating portions to eliminate confusion.

Enhancing Understanding: Chain of Command & Committee Membership

The MVCC is solidifying its operational protocols, clarifying its relationship with the County Commission, and reviewing its structural membership to ensure long-term stability and effectiveness. The committee is intentionally structured to operate similar to the Planning and Zoning committee. The protocol established requires user groups to bring their requests, plans, and development ideas to the **MVCC first for review, discussion, approval, or denial.**

The MVCC was established as an **11-member, non-compensated** entity. The structure includes eight stakeholder appointees and three Burleigh County residents appointed by the Burleigh County Commission (at large). Commissioner Wayne Munson, as the portfolio holder, serves as the Burleigh County Commission liaison and is the "conduit" carrying the MVCC's proposals and consensus to the full County Commission. The committee has been prohibited from utilizing County staff, including the County's Highway Department. There is an acknowledged lack of dedicated staff support for the MVCC, with the Secretary/Coordinator (Steve Neu) providing essential administrative functions. Addressing the need for long-term staff support is a key review item. The MVCC initiated a comprehensive review of its "form, function and operations". This includes reviewing the membership classification, particularly regarding groups that are primarily programming users (like the High School Rodeo Association, whose seat is currently vacant) versus groups that own facilities or drive major development.

IV. Economic Impact Analysis: Measuring County-Wide Benefit at the Missouri Valley Complex (MVC)

This communication is designed to demonstrate how the Missouri Valley Complex (MVC) generates significant economic impact across Burleigh County by aggregating activity data from key stakeholders—4-H and Extension, Bismarck Parks & Rec-managed facilities, Motocross, and Buckstop Junction. The key takeaway is that the complex's true economic value is derived not solely from direct revenue or profit, but from the circulation of visitor spending and the provision of essential public services and community programming.

The Critical Role of Non-Profit Outreach (4-H and NDSU Extension)

4-H and Extension exemplify the MVC's mission as a public entity. Their primary goal is outreach and education, meaning they "are not out for profit".

- **Attendance and Activities:** So far in 2025, 4-H and Extension hosted 32 events attended by 1,275 people (counting attendees once, even if they participated in numerous programs). Activities include Achievement Days, private and commercial pesticide certification training, babysitting classes, master gardener forums, spring fever forum, and beef quality assurance.
- **Bow Master 4-H Club** held **13 club shoots** between September 1, 2024, and August 31, 2025. Shoots averaged **40 4-H members** and **25 adults** at the Joann Hetzel Building.
 - Additional Bow Master community events included an **Easter Hunt (April 13, 2025) with over 200 participants** and two separate Plant Exchanges (October 13th with 35 participants; May 18th with 20 participants).
- **Educational Impact:** Their activities also include "Life on the Farm," which brings in around 500 area 3rd graders. Additionally, various leadership groups, such as the ND Lamb and Wool Board, Extension Leadership team, and the Manure Haulers Association, utilize the meeting area for conducting business.
- **Economic Quantification:** Secondary impact from this outreach, education, and training is recognized as very large but extremely difficult to quantify.

Events, Rentals, and Infrastructure Management (Bismarck Parks and Recreation District)

The Bismarck Parks and Recreation District (BPRD) plays a central role in managing and maintaining MVC components and facilitating rentals, driving economic activity through consistent facility use.

- **Joann Hetzel Memorial 4-H Building:** The BPRD purchased the building on February 18, 2021, though NDSU Extension – Burleigh County continues to rent the office area. The primary uses include 4-H activities, NDSU Extension activities, weddings, fundraisers, trainings, and sales events.
- **Building Usage Trend:** Rental usage has grown substantially, moving from 47 total rentals and 64 days rented in 2021 to a peak of 100 total rentals and 135 days rented in 2023 (or 95 rentals and 149 days in 2024).
- **Visitor Volume (2025 Example):** Data through September 30, 2025, shows the building was used for 72 rentals across 108 days. Specific events, including weddings, fundraisers, and a customer appreciation event, had a reported estimated attendance totaling 4,818 people.
- **Other BPRD-Managed Facilities:** BPRD manages other areas contributing to community activity, including the MVC Community Garden, which had 117 plots rented in 2024 and 2025, the MVC Horse Stalls, and the MVC Rodeo Arena. BPRD also notes instances of collaborative use, such as 4-H events utilizing the 4-H Building arena and rodeo grounds, and Buckstop Junction utilizing parking lots at the 4-H Building and rodeo grounds.

Direct Visitor Spending and Quantifiable Impact (Motocross)

Motocross activities provide clear examples of how non-local visitors inject money directly into the Burleigh County economy.

- **Activities and Attendance:** Motocross hosts 4 races, 20 organized practices, and 2 Rider Safety and Skill Courses. They report 1,500 participants and 2,000 attendees/spectators annually.
- **Visitor Expenditure:** Their major events are two-day events, with participants typically arriving Friday evening and departing Sunday evening. There are approximately 250 unique vehicles entering the facility for an event.
 - About half of these attendees utilize nearby hotels.
 - All attendees utilize local grocery stores, gas stations, and restaurants.
- **Financial Metrics:** Motocross estimates the average daily direct expenditure (per diem) made by non-local visitors/participants during their time at the MVC for one event is \$10,000. This results in a total estimated direct financial impact of \$40,000 annually generated by their activities in the area.
- **Revenue:** Key revenue streams are ticket sales and registration fees. The organization also secured a \$1,500 grant from the Bismarck Mandan CVB Partner Grant for facility upgrades and event expenditures.

Diverse Community and Inter-Agency Use (Buckstop Junction)

Buckstop Junction, which is excluded from the general maintenance agreement between the County and the Park District, generates economic activity through cultural events, rentals, and essential safety training.

- **Major Events:** Buckstop hosts five major public events: Mother's Day Brunch (150 to 200 guests), Emporium (100 to 200 people), 141st Battalion Reunion (a weekend event bringing in over 150 people not only from North Dakota but other states), Hootenanny (100 to 300 people), and Santa's Hayride (50 to 150 people).
- **Community Events:** They also host events for other organizations, including Tractor Trek (for the cancer center), Woofstock (which brought in Dock dogs, increasing attendance), Apple Jam (for the Bismarck Cancer Center), and RDO drive and buy days.
- **Rentals and Training:** The hotel, church, and grounds are rented out for various private events, including weddings, meetings, parties, and photo shoots. Significantly, Buckstop offers the grounds and buildings for training for different departments of the Bismarck Police Department (BPD), including K-9 training, which attracts other agencies from around the state. Buckstop has also appeared in locally produced movies.

The economic contribution of the Missouri Valley Complex is a multifaceted calculation. While activities like Motocross provide clear, quantifiable metrics of direct visitor spending, activities hosted by 4-H, Extension, and BPD training at Buckstop generate substantial long-term community benefits, educational growth, and operational support that are not reflected in a simple for-profit assessment. The combination of these activities confirms that the MVC is a powerful engine for county-wide economic stimulation and public service.

Respectfully submitted,

Kay LaCoe

Missouri Valley Complex Committee, Chair

ITEM

9



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.

Re: Recommendations of the December 10, 2025, County Planning Commission Meeting

Date: 12-11-2025

From: Mitch Flanagan, Burleigh County Planning Director.

MF

ITEM 1

Kuntz Final Subdivision

Legal Description: Section 07 LT A OF NE1/4 BEG NW COR TH E1320', S1320' W1320'.N1320'
TO POB

Property Address: 1951 149th Ave. NW Bismarck, ND. 58503.

In October of this year, owners Albert and Linda Kuntz approached Burleigh County to create a 2-lot subdivision out their 40-acre parcel. He intends to build a single-family dwelling, and his son currently lives there on the 40 acres. At the November preliminary plat meeting, it was recommended for a public hearing.

Lot Size: Lot 1: 10.05 Acres
Lot 2: 27.61 Acres

- At the 12-10-2025 public hearing, it was recommended to approve the final plat by a vote of 8-0

ACTION REQUESTED

Based on supporting documents and findings of the Planning Commission, it is recommended to approve Kuntz Final Subdivision Plat.

Attachments: Ex. 1 Location Map Kuntz Subdivision
Ex. 2 Kuntz Final Subdivision Plat



PARCEL ID: 24-140-80-00-07-210

OWNER: KUNTZ, ALBERT & LINDA

ACRES: 40

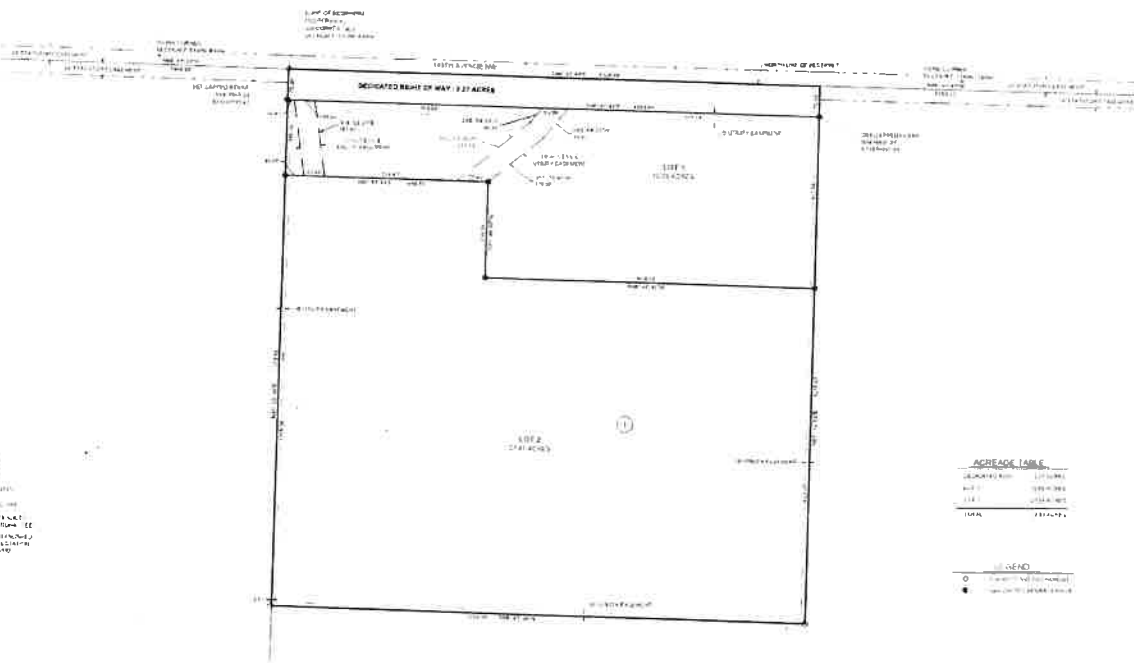
SITE ADDRESS: 1951 NW 149TH AVE

MAIL ADDRESS: 1951 149TH AVE NW, BISMARCK, ND 58503-8426

LEGAL: BURNT CREEK TOWNSHIP Section 07 LT A OF NE1/4 BEG NW COR TH E1320', S1320'.W1320'.N1320' TO POB #403580 07-140-80

KUNTZ SUBDIVISION

AUDITOR'S LOT "A" IN THE NORTHEAST QUARTER OF SECTION 7 ALL IN SECTION 7, T140N, R80W BURLEIGH COUNTY, NORTH DAKOTA



STATE OF NORTH DAKOTA

BURLEIGH COUNTY

KUNTZ SUBDIVISION

AUDITOR'S LOT "A" IN THE NORTHEAST QUARTER OF SECTION 7

ALL IN SECTION 7, T140N, R80W

BURLEIGH COUNTY, NORTH DAKOTA

SECTION 7

LOT "A"

ACREAGE

100.00

DATE

10/1/2014

BY

JOHN KUNTZ

NOTARY PUBLIC

STATE OF NORTH DAKOTA

BURLEIGH COUNTY

KUNTZ SUBDIVISION

AUDITOR'S LOT "A" IN THE NORTHEAST QUARTER OF SECTION 7

ALL IN SECTION 7, T140N, R80W

BURLEIGH COUNTY, NORTH DAKOTA

SECTION 7

LOT "A"

ACREAGE

100.00

DATE

10/1/2014

BY

JOHN KUNTZ

NOTARY PUBLIC

ITEM

10

County of Burleigh

221 NORTH 5TH STREET • P.O. BOX 5518 • BISMARCK, NORTH DAKOTA 58506-5518

December 15, 2025

Mayor Schmitz and Bismarck City Commissioners,

This letter is to express our protest to the proposed Street Improvement District 592 occurring on Midwest Drive. We believe that this project would not benefit the Lots in the Missouri Valley Complex under the current use as well as the future uses of the property. Any planned use of this property would include streets and lighting customized to our needs and would be addressed at the time of the development of the interior on this property. The associated cost per lot of this project also overstates the proportionate benefit it gives to the Missouri Valley Complex lots effected in the project.

Thank you for your consideration.

Brian Bitner
Burleigh County Commission Chairman.

Project Information Handout – Street Improvement District 592

Property Address: 3805 E BISMARCK EXPY



WHAT

The Board of City Commissioners has proposed the establishment of a special assessment district for street lighting improvements. The project consists of six units of new street lighting installation throughout Bismarck. One of these units of new street lighting, Unit 6, is located in your neighborhood and your property would be subject to an upcoming special assessment.

WHEN

The project will be bid and awarded in January. It is anticipated that the majority of work would occur during the 2026 construction season.

WHERE

Your project area is shown on the reverse of this letter. For more information of the work being performed, visit our website at www.bismarcknd.gov/streets or visit us at the City/County building at 221 N 5th Street.

SPECIAL ASSESSMENT DETAILS

The estimated cost for Unit 6 would be between \$230,000 and \$ 320,000. Your share of the overall assessed cost would range from **\$67,800 to \$94,200**. The special assessments are on a per parcel basis for each residential parcel. For commercial properties, the special assessment is based on the parcel square footage.

This district and the improvements may be protested by the benefitted property owners per North Dakota Century Code. The protest period for this project will expire on December 19, 2025.

Written protests must be received in the City's Engineering Department before 5:00 pm on December 19, 2025. The Engineering Department is located on the 2nd floor of the City/County Building at 221 N 5th Street.

Written protest should include your name, the property address, district number and unit (SI 592, Unit 6), your signature and a brief statement that you protest the district. Protest will follow state statutes set by North Dakota Century Code.

The Board of City Commissioners will hear the sufficiency of protests for this project at their meeting scheduled to be held at 5:15 pm on Tuesday, January 13, 2026. The assessment would be confirmed by the City of Bismarck Special Assessment Commission before October 2027. The final assessment is based on the actual cost that would be published in the Bismarck Tribune and online at <http://www.bismarcknd.gov/streets> after construction is complete and before the Special Assessment Commission Meeting.

The first installment would appear on your 2027 Burleigh County Real Estate Tax Statement and would be due in February 2028. The assessment would be paid over a period of 10 years and there are no penalties for early or complete payment.

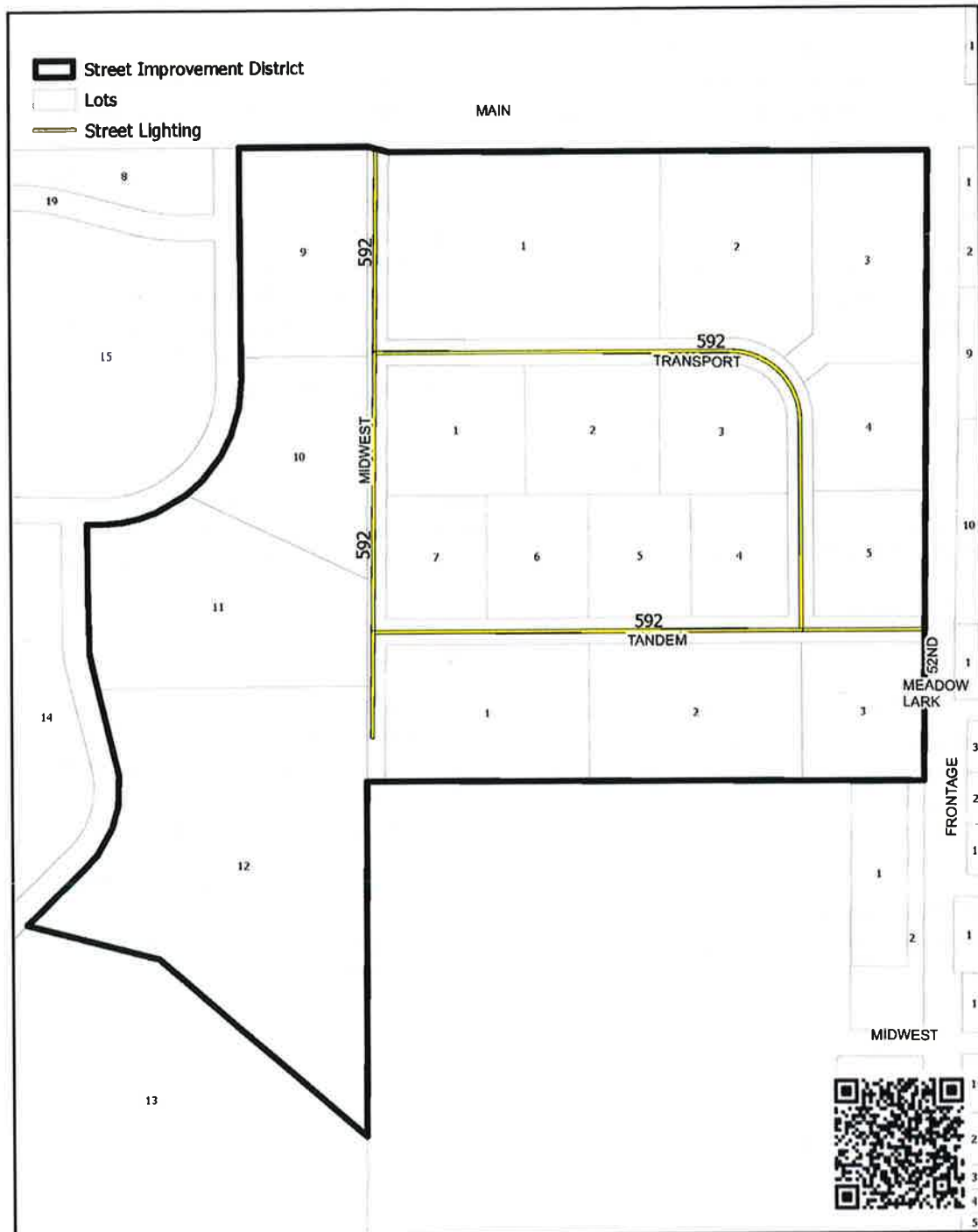
QUESTIONS?

This handout also includes some of our most frequently asked questions. If you have other questions on the project, feel free to reach out to the City Engineering Department at **701.355.1505** or engineering@bismarcknd.gov.

Additional information regarding the project can also be found on our website www.bismarcknd.gov/streets or scan the QR code on the other side of this page.

Proposed Improvement Area

SI 592 - Unit 6



Why is the City installing streetlights?

Once an area has 50% of the lots occupied or constructed upon, the City will propose street lighting to the property owners in those areas by creating a street lighting district. In some cases, the City may opt to offer street lighting before the 50% is achieved.

Who determines where the streetlights are to be placed?

The City of Bismarck's Engineering Department determines the location of the streetlights based on recommendations from the American Association of State Highway and Transportation Officials (AASHTO) which is the industry standard for street lighting. The actual spacing of the streetlights is dependent on the type of light fixture, the height of the pole and the width of the roadway. Whenever possible, the City tries to place the streetlight on a property line.

Who determines what type of streetlight will be installed in my neighborhood?

The City has several types of light fixtures that are permitted. Our goal is to select fixtures consistently within a neighborhood. If there is already a light fixture in adjoining areas of the development, the City would likely choose that light fixture. In areas where there is more than one type of light fixture or there is no current lighting in the adjoining areas, the City would have the developer provide input on the light fixture type.

All streetlight types installed with this project will be LED fixtures. LED fixtures are a cost effective and energy efficient type of lighting.

How does the City select the contractor for an improvement project? Is there a public bidding process?

Yes, there is a public bidding process that determines which contractor is awarded each project. The general steps of that process are as follows: create the project, advertise, receive bids, review and award to the lowest qualified bidder.

Currently, on my city utility bill there is a charge for streetlighting, but I don't have streetlights in front of my home? Why am I charged this? Would this charge increase or stay the same once streetlights are installed on my street?

The streetlight charge that is currently on your utility bill is the base fee that covers the cost to maintain and operate traffic signals and street lighting on the arterial roadways in the City. All property owners in the City contribute to this base fee. Once a property has street lighting installed within 150 feet of the property, an additional fee is added to cover the cost to maintain and operate the new street lighting system.

If a light is installed in front of my property, would the City be able to move the light if I need it moved in the future? Who pays the cost of moving the light?

Since the quality of the lighting on the roadway is based on the spacing of the lights, we are limited to how much a light can be moved. Because of this, each case is evaluated individually and a determination is made on whether it may be moved. If it can be moved, typically it may only be moved 5 or 10 feet. The cost associated with moving the light would be paid by the property owner making the request. Work must be done by a City approved electrical contractor, who is licensed and equipped to work on street lighting.

How is this project funded?

The project costs are paid by the benefitting property owners; however your assessment is based only on the actual cost of the streetlight installation in your unit. The cost for streetlights are allocated to all the properties within the project boundaries that benefit.

For residential properties, costs are assessed on a per parcel basis for each residential parcel. For commercial properties, the special assessment is based on the parcel square footage.

ITEM

11

Burleigh County Board Appointments

<i>Name of Officer</i>	<i>Term Starting Year</i>	<i>Term Expires</i>
Bismarck Planning Commission – 5 year term		
<i>Sheldon Sivak (County Appointed)</i>	2024	12/31/2028
<i>Trent Wangen (County Appointed)</i>	2020	12/31/2029
<i>Robert Field (County Appointed)</i>	2023	12/31/2027
<i>Brian Bitner (County Appointed)</i>		
<i>Cole Johnson</i>		
<i>Daniel Lukens</i>		
<i>Gabe Schell (Bismarck Engineer)</i>		
<i>Michael Schmitz (Bismarck Mayor)</i>		
<i>Amber Larson</i>		
<i>Paul Zent</i>		
<i>Mike Schwartz</i>		
County Planning Commission – 4 year term		
<i>Bea Streifel</i>	2024	12/31/2027
<i>Dennis Agnew</i>	2024	12/31/2027
<i>Dale Patrick</i>	2019	12/31/2025
<i>Alvie Jarratt</i>	2021	12/31/2025
<i>Brian Zuroff</i>	2020	12/31/2025
<i>Mike Connelly (Bismarck Commissioner)</i>		
<i>John Risch (Bismarck Commissioner)</i>		
<i>Brian Bitner (County Commission Chair)</i>		
<i>Wayne Munson (County Commissioner)</i>		
County Housing Authority – 5 year term		
<i>Lane Hoffer</i>	2025	12/31/2029

<i>Cynthia Chavez</i>	2020	12/31/2029
<i>Lois Sundquist</i>	2020	12/31/2025
<i>Steven Sathre</i>	2017	12/31/2026
<i>Sister Kathleen Atkinson</i>	2015	12/31/2027
Human Service Zone Board – 3 year term		
<i>Tracy Famias</i>	2020	11/30/2026
<i>James Hulm</i>	2020	11/30/2026
<i>Keli Burglund</i>	2024	11/30/2027
<i>Dick Dever</i>	2021	11/30/2027
<i>Trevor Vannett</i>	2021	11/30/2027
<i>Chelsea Flory (BCHSZ Director)</i>		
<i>Steve Bakken (County Commissioner)</i>		
Lincoln City Planning Commission – 5 year term		
<i>Elizabeth Flemming</i>	2017	12/31/2026
County Park Board – 3 year term		
<i>Jeffery Herman</i>	2021	12/31/2027
<i>Errol Behm</i>	2019	12/31/2027
School District Reorganization – 3 year term		
<i>Brian Duchscherer</i>	2024	6/30/2026
<i>Brenda Blazer</i>	2011	6/30/2026
<i>Linda Buchmann</i>	1995	6/30/2026
<i>Dawn Aberle</i>	2016	6/30/2025
<i>Linda MacDonald</i>	2007	6/30/2025
Special Assessment Commission – 6 year term		
<i>Lee Lunde</i>	2007	3/31/2025
<i>Jeff Eslinger</i>	2015	3/31/2027
<i>Mike Heim</i>	2005	3/31/2029

Water Management Board – 3 year term		
<i>Kathleen Jones</i>	2024	12/31/2026 Resigning
<i>Chuck Mischel</i>	2021	12/31/2027
<i>Roger Smith</i>	2021	12/31/2027
<i>Dennis Reep</i>	2014	12/31/2025
<i>James Landenberger</i>	2017	12/31/2025
Weed Control Board – 4 year term		
Burleigh County Commission		
Missouri Vally Complex Committee- 4 Year Term		
<i>Kay Lacoe</i>	2024	12/31/2027
<i>Wayne Martineson</i>	2024	12/31/2026
<i>Dustin GawyrLOW</i>	2024	12/31/2028
<i>Wayne Munson (County Commissioner Liason)</i>		

Officials Appointed to Serve at the Pleasure of the Board

<i>Name of Officer</i>	<i>Title</i>	<i>Term Expires On...</i>
<i>Joshua Seil</i>	County Coroner	11/30/2027
<i>Mary Senger</i>	Emergency Manager/Disaster Preparedness Director	
<i>Marcus J Hall</i>	Engineer	
<i>Kelly Leben</i>	Jail Administrator	
<i>Pamela Binder</i>	Safety/Risk Management Director & Human Resource Director	
<i>Chelsea Flory</i>	Human Service Director	
<i>Al Vietmeier</i>	Tax Equalization Director/County Assessor	

Mark Landis

Tyler Kralicek

Mitch Flanagan

Veterans Service Officer

County Agent

Building Official/Director

**BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM**

Name: Alvie Jarratt

Address: 3919 North Valley Loop, PO Box 2121, Bismarck, ND 58502

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve: Planning and Zoning

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

Current P&Z Commissioner

Been in construction for over 40 years. Understand plans, codes and infrastructure.

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

No special interest, just want to give back to my community.

Principal Occupation/Source of Income (check one)

☐ Farmer

☐ Military

☐ Investor/Retired

☐ Clerical & Sales

☐ Laborer

☐ Craftsman

☒ Business Owner

☐ Professional

☐ Government

☐ Student

☐ Other

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

List below the associations or institutions with which you are closely associated, or serve as a director or officer: None

Signature:  Date: 11/07/2025

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

**BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM**

Name: Brandon Wahlfeldt

Address: 223 Brandenburg Loop Bismarck ND 58504

Home Phone: () Work: Cell:

Email: l.wahlfeldt@nd.gov

Board or Commission on which you prefer to serve:
Planning Commission

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

I have worked for the ND Public Service Commission for 11.5 years. I have a Masters in Transportation, with experience in critical infrastructure (pipeline). Experience in State and Federal laws and rules, as well as the government administrative process.

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

Having worked for the ND PSC, I am very interested in continuing to serve both Burleigh county and the State. Ensuring that our constituents are taken care of and treated fairly and respectfully.

Principal Occupation/Source of Income (check one)


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

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

NA

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

ND Public Service Commission and PHMSA (Pipeline Hazardous Material Safety Administration)

Signature:  Date: 23Nov25

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

**BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM**

Name: Dale Patrick

Address: 9440 Cedar Lane Bismark, ND 58503

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve:
Burleigh County Planning and Zoning

List below the skills or qualifications you could bring to this Board or Commission:
Licensed contractor familiar with building and zoning ordinances and the Uniform Fire Code. I worked DEQ for the State of ND. Very familiar with issues related to growth in Burleigh County. I hold a degree chemistry and mathematics.
If you have any special interest or reason for serving on this Board or Commission, please explain below.

Principal Occupation/Source of Income (check one)

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

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

D. Patrick Cabinetry

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

Signature: Dale P. Patrick Date: 11-3-2025

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: James P. Small
Address: 9993 Desert Rd Bismark, ND 58504
Home Phone: Work: Cell:
Email:

Board or Commission on which you prefer to serve:

Burleigh County Planning

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

Life Long Resident, 9 year on planning Board Previous
Business owner, Employer of People, Farm Background
If you have any special interest or reason for serving on this Board or Commission, please explain below.

Principal Occupation/Source of Income (check one)

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

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

Lazy + Diamond Ranch
Small Ranch Limited Partnership

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

owner/manager MMI Excavation LLC

Signature: J P Small Date: 11-21-25

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Mary L. Rennick

Address: 7060 Horseshoe Bend

Home Phone: _____ Work: _____ Cell: 701-201-1111

Email: mary.l.rennick@gmail.com

Board or Commission on which you prefer to serve:

planning and zoning

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

Served on several boards, 2 sessions as legislative assistant; currently serving 6th year on Hay Creek Township

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

I enjoy serving for public service Boards, leadership roles, the challenges of problem solving, creating positive solutions.

Principal Occupation/Source of Income (check one)

☐ Farmer

☐ Military

☐ Investor/Retired

☐ Clerical & Sales

☐ Laborer

☐ Craftsman

☐ Business Owner

☐ Professional

☐ Government

☐ Student

☒ Other

retired, graphic artist

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

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

Hay Creek Township, Burleigh County
- Officer, ~ 2020 - present

Signature: Mary L. Rennick Date: Oct 10, 2025

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

**BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM**

Name: R. Scott McClintock, Sr. PLS, RPLS

Address: 215 S. 1st. Street #401 Bismarck, North Dakota 58504

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve:

Planning & Zoning

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

I have served on various P&Z, Coastal Planning Commissions and subdivision review boards during my 50+ years as a Professional Land Surveyor and Civil designer, licensed in ND, AK, TX. List available.

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

I would like to see more consistency in rural subdivisions and how they can best serve the public welfare. I am a strong advocate of personal property rights and their protection.

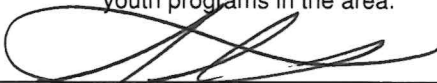
Principal Occupation/Source of Income (check one)

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

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest: none, I am a 1 year resident only

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

I am employed by the City of Bismarck as the Survey Manager. I am also a member of the Missouri River Chapter of N. Dakota Society of Professional Land Surveyors and the National Society of Professional Surveyors. I am also active with summer youth programs in the area.

Signature:  Date: 11-25-2025

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Wayne Martineson

Address: 7251 123rd Ave. NE, Bismarck, ND 58503

Home Phone: _____ Work: - Cell: _____

Email: _____

Board or Commission on which you prefer to serve: Planning & Zoning

List below the skills or qualifications you could bring to this Board or Commission: County resident & landowner (inside & outside ETA), past ~~chair~~ president of Missouri Valley Fair Assoc.,

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

I'd like to see more rural/landowner representation on Commission, (outside the ETA), former board member of Burleigh Co. Water Resource Board

Principal Occupation/Source of Income (check one)

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

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

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

member of various car clubs & farm Missouri Valley Complex Committee
Buckstop Junction Board & current chairman

Signature: Wayne Martineson Date: 11-19-25

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

**BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM**

Name: Garrett Bryan

Address: 615 N 6th St., Apt. 8

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve:

Water Management Board or County Housing Authority

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

Licensed attorney, significant experience with heavy industrial and infrastructure construction.

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

General interest in politics and governance.

Principal Occupation/Source of Income (check one)

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

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

N/A

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

Attorney with ND Insurance and Securities Department

Signature:  Date: 25NOV2025

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Jeff Neuberger

Address: 14148 Paniolo Way, Bismarck, ND 58503-8582

Home Phone: _____ Work: _____ Cell: _____

Email: j

Board or Commission on which you prefer to serve:

No preference

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

Bachelor's Double Major in Accounting and Business, 25+ years in large business management, Master's in Healthcare Admin. Excellent with data.

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


I'm a retired introvert but not shy. I don't need to be the center of attention or to build a resume. Not looking for a political career. Feel free to contact me if I am needed.

Principal Occupation/Source of Income (check one)

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

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest: My children own Chesak's Seed Company of which I'm the lein holder.

List below the associations or institutions with which you are closely associated, or serve as a director or officer: None

Signature:  Date: November 22, 2025

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

Please see my attached application for appointment to Board Subcommittees.

As I briefly mentioned in the application, I am a 61 year old retiree with a lot of high level business experience.

I worked in Healthcare Administration for over 20 years and when I lost my position at Mid Dakota Clinic in 2013, I chose not to relocate but purchased and operated Chesak Seed Company through 2020.

I am an introvert that is not shy, I do not need to be the center of attention, build my resume or start a political career. I am willing to make difficult and even unpopular decisions when necessary. Data and numbers are my friend.

In summary, I am not applying out of ambition, I am simply willing to gladly help out if you don't have lots of other qualified applicants that are really competing for these positions.

Sincerely

Jeff Neuberger

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: LEE LUNDE

Address: 3831 COLEMAN ST

Home Phone: — Work: — Cell: 101 — —

Email: —

Board or Commission on which you prefer to serve:

BURLEIGH COUNTY SPECIAL ASSESSMENT

List below the skills or qualifications you could bring to this Board or Commission: I HAVE SERVED 22 YEARS

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

NONE

Principal Occupation/Source of Income (check one)

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

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

NONE

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

BURLEIGH COUNTY SPECIAL ASSESSMENT (22 YEARS)

Signature: Lee Lundell Date: 12-04-25

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

OFFICE USE ONLY

Date Appointed by Commission —

Term Start Date —

Term End Date —

Oath Returned —

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Sara Pic

Address: 6312 Fox Meadow Place

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve:

County Planning Commission or
School District Reorganization Board

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

Communication, Problem Solving, Relationship Building, Collaboration, Critical Thinking, Attentive to
Details, Objective, Leader

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

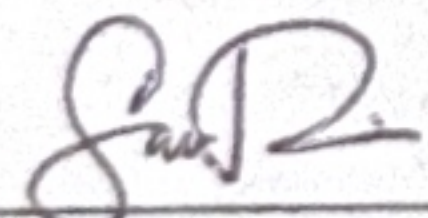
I look forward to an opportunity to participate locally to pursue collaborative objectives.

Principal Occupation/Source of Income (check one)

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

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

List below the associations or institutions with which you are closely associated, or serve as a director or officer: Pro-Cathedral of St. Mary's Finance Council Committee Member

Signature:  Date: 12.6.2025

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

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____