



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)

October 19, 2026

5:00 P.M.

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY PARK BOARD

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of August 17, 2026, meeting minutes.
5. PUBLIC COMMENT. *Restricted to Burleigh County residents and landowners.*
7. Commissioner Munson: (Page 6)
 - a. Kimball Bottoms asphalt removal.
8. Other Business.
9. Adjourn.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of October 5, 2026, meeting minutes and bills.
5. PUBLIC COMMENT. *Restricted to Burleigh County residents and landowners.*
6. Consent Agenda: (Page 13)
 - a. Abatements.
 - b. Check replacement.
 - c. Quarter 3 Treasurer's Report.
 - d. Fire Alarm Policy.
 - e. Fire Policy.
 - f. First Amendment Auditors.
7. Kim Riepl, Executive Director, Bismarck-Mandan MPO: (Page 30)
 - a. Passenger Rail Service Restoration.
8. Burleigh County Human Service Zone Director Kershaw: (Page 33)
 - a. BCHSZ board members request.

9. Sheriff Leben: (Page 35)
 - a. Burleigh East parking lot renovation project.
 - b. JAG Grants.
10. County Finance Director Schmitz. (Page 44)
 - a. Leave Variance Request.
 - b. Finance/Treasurer Office Closure – Friday, January 8, 2027.
 - c. 2025 Mill Levy Calculation Follow Up.
11. County HR Director Binder: (Page 51)
 - a. Third Quarter HR Status Update.
12. Commissioner Schwab: (Page 62)
 - a. Update on Apple Creek Road bridge.
13. Other Business.
14. Adjourn.

The next regularly scheduled Commission meeting will be on November 2nd, 2026.

Mark Splonskowski

Burleigh County Auditor

COUNTY PARK BOARD

**BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
AUGUST 17, 2026**

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

Chairman Bitner called the Burleigh County Park Board meeting to order.

Rollcall of the members: Commissioners Errol Behm, Jeffery Herman, Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner were present. Commissioner Steve Bakken attended via telephone.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the agenda with swapping items 7A and 7B, discussion on formation of a new park board and the discussion of a hybrid Parks/Highway Department employee. Commissioners Bakken, Behm, Herman, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the August 3, 2026, meeting minutes. Commissioners Bakken, Behm, Herman, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- No public comment was heard.

Chairman Bitner closed the public comment segment.

Commissioner Munson reported on interviews for the new hybrid Parks and Highway Department employee. The position is expected to spend approximately 60 percent of its time with the Highway Department and 40 percent with the County Parks. Discussion addressed the selected candidate's CDL, the County pay scale regarding this position, and comparable Highway Department starting wages. County Engineer Dan Schriock provided information on compensation. Motion by Comm. Munson, 2nd by Comm. Bakken to approve an employment offer at Grade 5 Step 8. Commissioners Bakken, Behm, Herman, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Munson presented the proposed reorganization of the Burleigh County Park Board. Discussion addressed the proposed structure, future staffing, the use of the term 'park district' and 'park authority,' budget and mill levy concerns, County Commission oversight, and future development of the Missouri Valley Complex. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the formation of the new park board and to have State's Attorney Lawyer prepare a resolution to present at the September 10, 2026 meeting. Commissioners Bakken, Behm, Munson, and Woodcox voted 'AYE'. Commissioners Herman, Schwab, and Chairman Bitner voted 'NAY'. ***Motion carried.***

No other business was heard.

Meeting adjourned.

5:30 PM

Mark Splonskowski, Auditor

Brian Bitner, Chairman

DRAFT

BID TABULATION
 Kimball Bottoms Asphalt Removal
 Bismarck, ND
 Burleigh County Park Board

Engineer: Houston Engineering, Inc.
 3712 Lockport Street
 Bismarck, ND 58503

Bid Opening:
 13-Oct-26
 11:00 AM

No.	Item	Unit	Quantity	A+ Services, L.L.C.		Guthmiller & Son Dirtworks, Inc.		Prairie View Landscaping & Nursery, Inc.		Weisz & Sons	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	LSUM	1	\$ 1,575.00	\$ 1,575.00	\$ 5,500.00	\$ 5,500.00	\$ 2,500.00	\$ 2,500.00	\$ 6,000.00	\$ 6,000.00
2	Contract Bond	LSUM	1	\$ 1,750.00	\$ 1,750.00	\$ 2,600.00	\$ 2,600.00	\$ 1,355.00	\$ 1,355.00	\$ 500.00	\$ 500.00
3	Remove Asphalt From River	LSUM	1	\$ 5,279.00	\$ 5,279.00	\$ 2,500.00	\$ 2,500.00	\$ 11,850.00	\$ 11,850.00	\$ 6,500.00	\$ 6,500.00
4	6" Asphalt Removal	SF	18270	\$ 1.29	\$ 23,568.30	\$ 3.75	\$ 68,512.50	\$ 1.00	\$ 18,270.00	\$ 0.90	\$ 16,443.00
5	Topsailing	CY	226	\$ 64.24	\$ 14,518.24	\$ 27.00	\$ 6,102.00	\$ 40.00	\$ 9,040.00	\$ 62.00	\$ 14,012.00
6	Seeding Class IV	ACRE	0.47	\$ 3,265.96	\$ 1,535.00	\$ 1,276.60	\$ 600.00	\$ 3,050.00	\$ 1,433.50	\$ 5,300.00	\$ 2,491.00
7	Hydromulching	ACRE	0.47	\$ 11,661.70	\$ 5,481.00	\$ 3,191.50	\$ 1,500.01	\$ 4,356.00	\$ 2,047.32	\$ 4,700.00	\$ 2,209.00
BASE BID TOTAL - Items 1 through 7					\$ 53,706.54		\$ 87,314.51		\$ 46,495.82		\$ 48,155.00

Off by 1 cent due
to rounding

Note: Numbers that appear in **bold** represent an error on the original bid.

(3553.046)

October 13, 2026

VIA EMAIL

Wayne Munson, Commissioner
Burleigh County Park Board
221 5th St.
Bismarck, ND 58501

**Subject: Kimball Bottoms Asphalt Removal Project
HEI Project No. 14197-0005**

Commissioner Munson,

On October 13, 2026, at 11:00 a.m., four bids were received and publicly opened for the above-referenced asphalt removal project. The contract involves removal of asphalt pavement and broken segments of pavement that have fallen onto the bank due to erosion, topsoil placement and seeding at the Kimball Bottoms boat landing.

Four bids were received, opened and read aloud. No material irregularities were observed in the bids received.

Kimball Bottoms Asphalt Removal Project	
<u>Contractor</u>	<u>Total Base Bid</u>
Prairie View Landscaping	\$46,495.82
Weisz & Sons	\$48,155.00
A+ Services	\$53,706.54
Guthmiller & Son	\$87,314.51

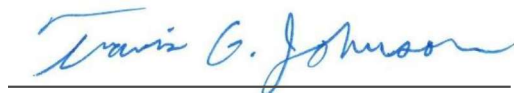
Enclosed for your review is a copy of the low bid information for the project, including bidder's contractor's license.

The award of the Kimball Bottoms Asphalt Removal Project is subject to the concurrence and approval of the Burleigh County Park Board. Issuance of the contract and Notice to Proceed will be contingent upon the selected Contractor's satisfactory completion and submission of all required insurance and contract documents.

Based on our review of the submitted bids, we recommend awarding the Kimball Bottoms Asphalt Removal contract to **Prairie View Landscaping** of Baldwin, North Dakota.

Sincerely,

HOUSTON ENGINEERING, INC.



Travis G. Johnson, PE
Direct: 701.751.6287
travis.johnson@houstoneng.com

Addenda item for October 19th, 2026 Meeting

Subject: Kimball Bottoms asphalt removal

Description: On October 13, 2026, at 11:00 a.m., four bids were received and publicly opened for the above-referenced asphalt removal project. The contract involves removal of asphalt pavement and broken segments of pavement that have fallen onto the bank due to erosion, topsoil placement and seeding at the Kimball Bottoms boat landing. Funds for this project must come from reserves as the money that I had set aside in the 2026 proposed budget was removed from the Kimball Bottoms budget prior to accepting the final budget.

Action needed: Move to approve the low bid submitted by Prairie View Landscaping of \$46,495.82 with funds coming from the general reserve account.

COUNTY COMMISSION

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
OCTOBER 5, 2026**

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: Commissioners Wayne Munson, Steve Schwab, Jerry Woodcox, Steve Bakken, and Chairman Brian Bitner were present.

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the September 21, 2026, meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** A detailed list of funds expended is available for public inspection upon request at the Burleigh County Auditor & Treasurer's office.

Chairman Bitner opened the meeting to public comment.

- Charles Veith spoke on Crescent Manor.

Chairman Bitner closed the public comment segment.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Terry Link, Sinderella Meadows, Wendelin Dalbol abatements and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened a public hearing on the Garrison Diversion Conservancy District membership.

- County residents Klaus Lembke, Curtis Jundt, Terry Fleck, and Lanny Kenner spoke.

Chairman Bitner closed the public hearing.

No action was taken on the Garrison Diversion Conservancy District membership.

City of Bismarck Transportation Planner Stephan Larson presented the updated Bismarck-Mandan Fringe Area Road Master Plan. Joel Mann of Bolton & Menk presented on the topic. Motion by Comm. Bakken, 2nd by Comm. Munson to accept the Bismarck-Mandan Fringe Area Road Master Plan. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Engineer Casey Schriock requested authorization to advertise for one new mower tractor included in the 2027 budget. The new unit will replace a 2004 Challenger tractor, with the existing unit to be sold at public auction after the replacement is received. Motion by Comm. Schwab, 2nd by Comm. Bakken to authorize the

advertising of bids for the new tractor. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Engineer Schriock requested authorization to advertise for three new motor graders included in the 2027 budget. Two units will replace graders under the County's guaranteed buyback program and one will replace an older unit nearing the end of its warranty. One bid alternate will include a GPS grading system. Motion by Comm. Bakken, 2nd by Comm. Schwab to authorize the advertising of bids for the three new motor graders. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Engineer Schriock requested salary variances for two Highway Department employees from Grade 5, Step 5 to Grade 5, Step 8 to address recruitment challenges and pay compression. He reported that Human Resources had been involved and that comparable wages were reviewed with other local and state employers. Motion by Comm. Schwab, 2nd by Comm. Munson to approve the salary variances for the two Highway Department employees. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Engineer Schriock also provided an update on the Apple Creek Road bridge project, reporting that culvert delivery was beginning and that, weather permitting, the project was expected to begin wrapping up within two to three weeks.

County Sheriff Leben presented the annual North Dakota Department of Transportation traffic safety grant for calendar years 2026 and 2027 in the amount of \$25,805. The grant supports overtime and mileage for occupant protection, impaired driving, distracted driving, and speed enforcement programs. Motion by Comm. Schwab, 2nd by Comm. Bakken to accept the traffic safety grant. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Finance Director Taylor Schmidt provided an update on Eide Bailly's review of County financial policies and procedures. Schmidt reported that a formal cash management policy was identified as the highest priority, followed by updates to accounting, financial reporting, accounts receivable, budget, conflict of interest, debt management, grants, and procurement policies. Final policies will be presented to the Commission for approval. Schmidt also reported that work on the 2025 financial statements and state audit remained underway, with completion anticipated by the end of the year.

Director Schmidt presented the Innova Homes LLC applications for abatement, which had been denied by the City of Bismarck. Schmidt reported that a multi-parcel processing issue resulted in the tax statement not being mailed, but that the Finance Department did not identify a statutory basis to approve the requested abatement of penalties and recommended denial. Motion by Comm. Woodcox, 2nd by Comm. Schwab to table the decision pending legal recommendations on what could be done. Commissioners Schwab and Woodcox voted 'AYE'. Commissioners Bakken, Munson, and Chairman Bitner voted 'NAY'. **Motion failed.** Motion by Comm. Munson, 2nd by Comm. Bakken to deny the request for abatement for Innova Homes, LLC. Comm. Bakken, Munson, and Chairman Bitner voted 'AYE'. Commissioners Schwab and Woodcox voted 'NAY'. **Motion carried.**

County Planning Director Mitch Flanagan presented a zone change for the Aberle Park Subdivision property located at 2810 158th Street from Commercial to Industrial to allow commercial storage of campers, recreational vehicles, and other vehicles. The Planning Commission recommended approval by an 8-0 vote.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Aberle Park Subdivision zone change. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Munson provided an update on the Kimball Bottoms asphalt removal project. He reported that the U.S. Army Corps of Engineers permit had been received, the preliminary engineer's estimate was approximately \$80,000, and Houston Engineering had been authorized to seek contractors. The Corps has required the work to be completed in 2026. The project will be brought back to the Commission when contractor pricing is available.

No other business was had.

Meeting adjourned.

5:46 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:

[illegible]

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

BY:

Carefully read the AFFIDAVIT AND AGREEMENT; then sign it before a Notary Public.

When we receive the signed and notarized Affidavit and Agreement a duplicate payment will be issued and forwarded to you. In the event you recover possession of the original check, DO NOT CASH IT, please advise the Burleigh County Treasurer immediately. Our telephone number is (701) 222-6718.

MAIL THE SIGNED AND NOTARIZED AFFIDAVIT AND AGREEMENT TO:
Burleigh County Treasurer, P.O. Box 5518, Bismarck, ND 58506-5518.

NAME AND ADDRESS OF PAYEE:

ALLISON GOLDADE
156 BOISE AVE
BISMARCK, ND 58504

Check Amount: \$50.20
Check Date: 12/31/2024
Original Check #: 131574

AFFIDAVIT AND AGREEMENT

I execute this AFFIDAVIT AND AGREEMENT for the purpose of obtaining a duplicate payment from the County of Burleigh, North Dakota.

I hereby state under oath that the above-described check has never been presented to me for payment, nor transferred to any other person or persons, and the same is believed to have been lost or destroyed, and that I hereby request the County of Burleigh to issue a duplicate payment for said check.

I agree to indemnify, compensate, or make restitution to the County of Burleigh for any and all loss, damage and expense as a result of this issue of said new duplicate payment. If said original check alleged to have been lost or destroyed shall come into my possession, or under my control, I shall immediately return same to the Burleigh County Treasurer, PO Box 5518, Bismarck, ND 58506-5518, for cancellation. If the aforesaid check shall at any time be cashed or presented to the Burleigh County Auditor/Treasurer by me or transferred to another person by me and result in a loss to the County of Burleigh, I shall promptly reimburse the Burleigh County Treasurer for any such loss.

Allison Goldade
Signature of Payee
Date 9.8.2020

Subscribed and sworn to before me:

Andrea Kuntz
Notary Public - County of Morton
My Commission Expires 9-21-28

(Seal) **ANDREA KUNTZ**
Notary Public
State of North Dakota
My Commission Expires Sept 21, 2028

Application approved by the Burleigh County Commission on _____, 20__.

Duplicate warrant # _____ issued this _____ day of _____, 20__

Burleigh County Auditor

Date

ANDREA KUNTZ
Notary Public
State of North Dakota
My Commission Expires Sept 21, 2028

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

Carefully read the AFFIDAVIT AND AGREEMENT; then sign it before a Notary Public.

When we receive the signed and notarized Affidavit and Agreement a duplicate payment will be issued and forwarded to you. In the event you recover possession of the original check, DO NOT CASH IT, please advise the Burleigh County Auditor/Treasurer immediately. Our telephone number is (701) 222-6718.

MAIL THE SIGNED AND NOTARIZED AFFIDAVIT AND AGREEMENT TO:
Burleigh County Auditor/Treasurer, P.O. Box 5518, Bismarck, ND 58506-5518.

NAME AND ADDRESS OF PAYEE:

STEVEN WOODEN
60 CUSTER DRIVE
LINCOLN, ND 58504

Mail

Check Date: 9/22/2026
Original Check #: 139313
Check Amount: \$278.92

AFFIDAVIT AND AGREEMENT

I execute this AFFIDAVIT AND AGREEMENT for the purpose of obtaining a duplicate payment from the County of Burleigh, North Dakota.

I hereby state under oath that the above-described check has never been presented to me for payment, nor transferred to any other person or persons, and the same is believed to have been lost or destroyed, and that I hereby request the County of Burleigh to issue a duplicate payment for said check.

I agree to indemnify, compensate, or make restitution to the County of Burleigh for any and all loss, damage and expense as a result of this issue of said new duplicate payment. If said original check alleged to have been lost or destroyed shall come into my possession, or under my control, I shall immediately return same to the Burleigh County Auditor, PO Box 5518, Bismarck, ND 58506-5518, for cancellation. If the aforesaid check shall at any time be cashed or presented to the Burleigh County Auditor/Treasurer by me or transferred to another person by me and result in a loss to the County of Burleigh, I shall promptly reimburse the Burleigh County Auditor/Treasurer for any such loss.

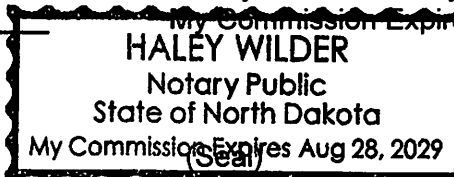
Subscribed and sworn to before me:

[Signature]

Signature of Payee
Date 10/8/26

Halley Wilder

Notary Public - County of Burleigh
My Commission Expires 8/28/29



Application approved by the Burleigh County Commission on _____, 20__.

Duplicate warrant # _____ issued this _____ day of _____, 20__

Burleigh County Auditor/Treasurer

Date

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

Carefully read the AFFIDAVIT AND AGREEMENT; then sign it before a Notary Public.

When we receive the signed and notarized Affidavit and Agreement a duplicate payment will be issued and forwarded to you. In the event you recover possession of the original check, DO NOT CASH IT, please advise the Burleigh County Treasurer immediately. Our telephone number is (701) 222-6718.

MAIL THE SIGNED AND NOTARIZED AFFIDAVIT AND AGREEMENT TO:
Burleigh County Treasurer, P.O. Box 5518, Bismarck, ND 58506-5518.

NAME AND ADDRESS OF PAYEE:
TIMOTHY OR ANGELA WICKS
2982 VANCOUVER LN
BISMARCK, ND 58503

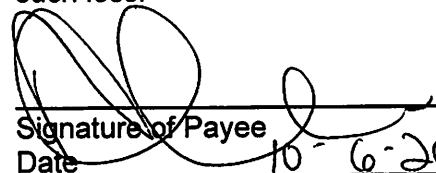
Check Amount: \$1980.52
Check Date: 3/20/2025
Original Check #: 132426

AFFIDAVIT AND AGREEMENT

I execute this AFFIDAVIT AND AGREEMENT for the purpose of obtaining a duplicate payment from the County of Burleigh, North Dakota.

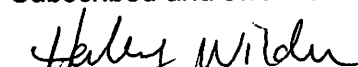
I hereby state under oath that the above-described check has never been presented to me for payment, nor transferred to any other person or persons, and the same is believed to have been lost or destroyed, and that I hereby request the County of Burleigh to issue a duplicate payment for said check.

I agree to indemnify, compensate, or make restitution to the County of Burleigh for any and all loss, damage and expense as a result of this issue of said new duplicate payment. If said original check alleged to have been lost or destroyed shall come into my possession, or under my control, I shall immediately return same to the Burleigh County Treasurer, PO Box 5518, Bismarck, ND 58506-5518, for cancellation. If the aforesaid check shall at any time be cashed or presented to the Burleigh County Auditor/Treasurer by me or transferred to another person by me and result in a loss to the County of Burleigh, I shall promptly reimburse the Burleigh County Treasurer for any such loss.



Signature of Payee
Date 10-6-2026

Subscribed and sworn to before me:



Notary Public - County of Burleigh
My Commission Expires 8/28/29
HALEY WILDER
Notary Public
State of North Dakota
My Commission Expires Aug 28, 2029
(Seal)

Application approved by the Burleigh County Commission on _____, 20__.

Duplicate warrant # _____ issued this _____ day of _____, 20__

Burleigh County Auditor

Date

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

Carefully read the AFFIDAVIT AND AGREEMENT; then sign it before a Notary Public.

When we receive the signed and notarized Affidavit and Agreement a duplicate payment will be issued and forwarded to you. In the event you recover possession of the original check, DO NOT CASH IT, please advise the Burleigh County Treasurer immediately. Our telephone number is (701) 222-6718.

MAIL THE SIGNED AND NOTARIZED AFFIDAVIT AND AGREEMENT TO:
Burleigh County Treasurer, P.O. Box 5518, Bismarck, ND 58506-5518.

NAME AND ADDRESS OF PAYEE:

GRANT SCHAFER
939 ALBERTA AVE
BISMARCK, ND 58503

mail

ORIGINAL CHECK DETAIL:

Check Date: 6/30/2025
Check #: 134127
Amount: \$28.00

AFFIDAVIT AND AGREEMENT

I execute this AFFIDAVIT AND AGREEMENT for the purpose of obtaining a duplicate payment from the County of Burleigh, North Dakota.

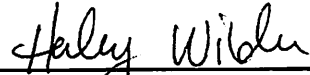
I hereby state under oath that the above-described check has never been presented to me for payment, nor transferred to any other person or persons, and the same is believed to have been lost or destroyed, and that I hereby request the County of Burleigh to issue a duplicate payment for said check.

I agree to indemnify, compensate, or make restitution to the County of Burleigh for any and all loss, damage and expense as a result of this issue of said new duplicate payment. If said original check alleged to have been lost or destroyed shall come into my possession, or under my control, I shall immediately return same to the Burleigh County Treasurer, PO Box 5518, Bismarck, ND 58506-5518, for cancellation. If the aforesaid check shall at any time be cashed or presented to the Burleigh County Auditor/Treasurer by me or transferred to another person by me and result in a loss to the County of Burleigh, I shall promptly reimburse the Burleigh County Auditor/Treasurer for any such loss.

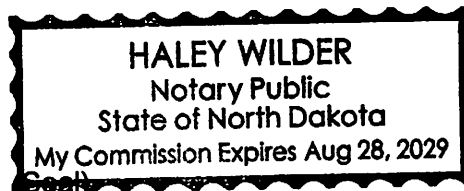
Subscribed and sworn to before me:



Signature of Payee
Date 10/9/26



Notary Public - County of Burleigh
My Commission Expires 8/28/29



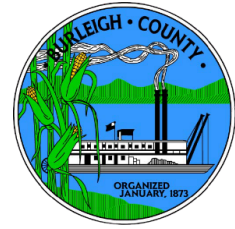
Application approved by the Burleigh County Commission on _____, 20__.
Duplicate warrant # _____ issued this _____ day of _____, 20__

Burleigh County Treasurer

Date



**Burleigh County Finance/Treasurer
Department**
221 N 5th St
Bismarck, ND 58501
(701) 712-8353



DATE: 10/19/2026

TO: Burleigh County Commission

FROM: Britan Rabe, Treasurer

RE: 2026 Q3 Treasurer's Report

Purpose

This memo presents the Treasurer's Report for the third quarter of the calendar year, covering July 1 through September 30, 2026. The report provides an overview of Burleigh County's General Fund financial position, income and expenses, Treasurer's Office operation statistics, and overall financial outlook.

Financial Summary

During the third quarter, the Treasurer's office provided oversight over all financial activities, including revenue received, operating expenses, and available funds.

Key year-to-date financial information for the General Fund includes:

Total Revenue: \$36,294,640.55
Total Expenses: \$26,908,979.12
Net Income / (Loss): \$9,385,661.43
State Aid Revenues: \$3,316,048.82
Sales Tax Revenues: \$21,258,000.77
Ending Bank Cash Balance: \$72,501,517.01

Due to not having policies set in place for month closing last year, the alignment of transactions may be off when looking at the comparisons from year to year. Timing plays a key role in being able to project and compare financials. Comments have been placed at the bottom of the report giving explanation for the variances. Overall, the trends remain close and within the expected range for the quarter.

Respectfully submitted,

Britan Rabe

Treasurer
Burleigh County Finance/Treasurer Office

Burleigh County Treasurer's Report

2026 Quarterly Report
General Fund Summary
September 30, 2026

	First Quarter Actual	Second Quarter Actual	Third Quarter Actual	2026 YTD Actual	2025 YTD Q3 Actual	Change in YTD	% of Change
Revenues	\$ 24,690,869.65	\$ 7,028,714.15	\$ 4,575,056.75	\$ 36,294,640.55	\$ 40,566,363.58	\$ (4,271,723.03)	-12%
State Aid	\$ 785,528.18	\$ 1,111,339.79	\$ 1,419,180.85	\$ 3,316,048.82	\$ 2,678,576.40	\$ 637,472.42	19%
Sales Tax (1002)	\$ 9,149,230.59	\$ 5,278,279.72	\$ 6,830,490.46	\$ 21,258,000.77	\$ -	\$ 21,258,000.77	100%
Expenses	\$ 9,139,715.85	\$ 9,318,580.02	\$ 8,450,683.25	\$ 26,908,979.12	\$ 38,722,530.56	\$ (11,813,551.44)	-44%
Personnel	\$ 6,493,392.16	\$ 7,187,152.90	\$ 6,589,661.31	\$ 20,270,206.37	\$ 18,436,998.10	\$ 1,833,208.27	9%
Operating	\$ 2,646,323.69	\$ 2,131,427.12	\$ 1,861,021.94	\$ 6,638,772.75	\$ 20,285,532.46	\$ (13,646,759.71)	-206%
NET Total				\$ 9,385,661.43	\$ 1,843,833.02		

Office Measures

Incoming Funds				Outgoing Funds				
	Quarter	# Processed	Receipt Totals			Q1	\$	120,480,257.91
Tax Payments	Q1	37,372	\$ 103,383,621.89	Apportioning Distribution		Q2	\$	41,549,027.25
	Q2	2,118	\$ 2,616,534.51			Q3	\$	5,580,999.61
	Q3	1,283	\$ 1,443,316.64			Total YTD		\$
Total YTD		40,773	\$ 107,443,473.04	Accounts Payable - Checks**				
Misc Revenue*	Q1	304	\$ 19,218,043.37			Quarter	Count	Total
	Q2	349	\$ 51,340,880.16	Outstanding	Q1	25	\$	8,751.07
	Q3	285	\$ 17,118,541.41		Q2	125	\$	126,670.19
Total YTD		938	\$ 87,677,464.94		Q3	127	\$	47,715.98
Accounts Receivable	Q1	151	\$ 2,305,303.99	Cleared	Q1	683	\$	5,252,902.78
	Q2	149	\$ 3,047,796.51		Q2	1,429	\$	6,969,020.01
	Q3	367	\$ 2,440,375.16		Q3	949	\$	7,782,869.84
Total YTD		667	\$ 7,793,475.66	Processed	Q1	748	\$	5,313,559.63
Abatements	Q1	126			Q2	1,498	\$	7,043,784.42
	Q2	155			Q3	949	\$	7,804,061.52
	Q3	58		Total Processed YTD		3,195	\$	20,161,405.57
Total YTD		339		Accounts Payable - Digital Payment**				
Banking				Processed	Q1	156	\$	124,799,639.57
Bank - Operating Acct*	Q1	\$ 59,026,090.38	\$ 57,174,361.80		Q2	171	\$	46,102,816.33
	Q2	\$ 57,174,361.80	\$ 74,790,896.02		Q3	162	\$	13,898,620.02
	Q3	\$ 74,790,896.02	\$ 72,501,517.01	Total YTD		489	\$	184,801,075.92

Comments:

*Misc Revenue increased in 2026 2nd quarter due to Primary Residence Credit payment from the state in the amount of \$35,305,093.66. This is also reflected in the bank balance in the 2nd Quarter.

**Accounts payable transactions are across every fund, not just 1001 as listed in this report

Sales Tax is new to the revenue funds for the 2026 budget year.

General fund operating expenditures are \$13,000,000 less than the prior year's third quarter period due to a reduction in fund transfers to the capital improvement fund for the Provident Building project, retirement payout, and the health insurance fund loan write off.

Personnel increased by \$5,100,000 over the prior year's third quarter period due to personnel staffing levels and annual wage increases.

Fire Alarm Policy

Effective Date: October 19, 2026

Applies To: All Burleigh County personnel, contractors/subcontractors, visitors, and vendors.

Purpose

To establish clear requirements for maintaining fire protection and life safety in County facilities during normal operations, construction, renovation, maintenance, and testing. The policy aims to minimize false alarms, ensure prompt and safe evacuation, keep fire systems in service whenever possible, and define responsibilities.

Scope

Applies to all County-owned or occupied facilities and to any construction, renovation, maintenance, testing, inspection, or repair activities that may impact fire alarm or fire protection systems.

Definitions

- **Fire Alarm Impairment:** Any intentional or unintentional removal of a fire alarm or protection system (or portion thereof) from service.
- **Fire Watch:** Continuous patrol by trained personnel to detect fire hazards, notify occupants, and summon emergency responders during impairment.
- **False Alarm:** Alarm activation not caused by an actual fire or emergency.

Authority and Responsibilities

Facilities Director

- Oversee fire safety compliance, documentation, drills, impairments, and testing.
- Reviews and authorizes planned impairments in coordination with codes, the monitoring company, and fire department as needed.
- Serves as liaison between occupants and contractors.
- Ensures awareness of alarms and evacuation procedures.

Contractor Supervisor

- Coordinates fire safety in construction zones.
- Notifies Facilities Director of any work that could affect fire alarm systems (i.e., hot work, dust-generating activities, drilling).

Fire Alarm Protocols

System Status

- Fire alarm systems must remain active in all occupied areas.
- Temporary disablement in construction zones requires prior approval from the Facilities Director.

Testing and Impairments

- Testing or silencing should be scheduled outside normal business hours when possible.
- Contractors must submit a fire alarm work notification at least 48 hours in advance for testing, drilling near devices, hot work, or dusty operations.
- Restore the system to full service immediately after testing or work completion.

Emergency Alarms

- Treat every alarm as a real emergency unless you receive advance notification of a scheduled test.
- Upon alarm activation: All occupants and contractors must immediately evacuate via designated routes. Contractors must secure equipment before leaving.

Contractor Responsibilities

- Complete Fire Safety Orientation before starting work.
- Use approved dust covers on smoke detectors during dusty operations.
- Obtain and follow Hot Work Permits for welding/cutting; notify Facilities Director prior to starting.
- Control combustible waste daily, maintain temporary fire extinguishers, and keep exits and devices clear.
- Report any damaged fire protection equipment immediately.
- Do not obstruct sprinklers, detectors, or store materials in exit corridors.

Fire Drills

- Conducted at least annually.
- All personnel and contractors must participate unless excused by the Facilities Director.
- Contractors receive at least 72 hours of advance notice.

Fire Alarm Impairment Procedure

1. Contractor notifies Facilities Director.
2. Facilities Director reviews, assigns time limits, Fire Watch personnel, and communication plan.
3. System must be restored to full service at the end of each workday unless otherwise approved.

Communication Protocols

- Daily coordination meetings between Facilities Director and Contractor Site Supervisor on fire safety issues.
- Facilities Director maintains emergency contact list for Department Heads and contractors.
- Report all fire incidents, near misses, false alarms, impairments, or damaged equipment immediately to the Facilities Director.

Employee Responsibilities

- Evacuate immediately upon alarm.
- Report fire hazards and damaged equipment.
- Keep exits clear and never tamper with fire alarm devices.

Visitors

Follow instructions from County personnel or emergency responders and evacuate immediately upon alarm.

All Clear

Re-entry permitted only after authorization by the fire department, Facilities Director, or facility manager.

Compliance and Enforcement

Failure to comply may result in work stoppage, removal of personnel from the site, reporting to the contracting officer, or employee disciplinary action.

References

NFPA 241: Standard for Safeguarding Construction, Alteration, and Demolition Operations
Local Fire Department Regulations
OSHA 29 CFR 1926 Subpart F (Fire Protection and Prevention)

Burleigh County Fire Policy

Effective Date: October 19, 2026

Purpose

This policy establishes clear fire prevention and safety rules for all employees, visitors, vendors, and contractors in facilities owned by Burleigh County. It aligns with the City of Bismarck's adopted Fire Code (2021 International Fire Code and amendments) and the North Dakota Century Code. Compliance is mandatory. Violations may result in item removal, corrective action, or discipline.

Scope

This policy applies to all employees, visitors, vendors, and contractors and spaces throughout all facilities owned by Burleigh County.

1. Prohibited Items and Practices

The following are strictly prohibited:

- **Odor-producing products:** Heated wax warmers, incense, wall plug-in air fresheners, scented candles, or any similar heat/fragrance-producing devices.
- **Open flames:** Candles (including decorative or battery-operated that produce heat), lighters (except emergency use), or any open-flame devices unless pre-approved in writing by the Facilities Director.
- **Personal furniture or furnishings:** No employee-owned chairs, desks, lamps, rugs, cubicle panels, bookshelves, or upholstered items. Only County-provided or Facilities-approved furniture is allowed.
- **Non-UL-listed devices:** Any electrical appliance or device without a valid UL listing (or equivalent ETL/Intertek listing) is prohibited. This includes personal space heaters, coffee makers, fans, or chargers brought from home.

Approved electrical devices must be UL-listed, used per manufacturer instructions, plugged directly into wall outlets or approved surge protectors (no daisy-chaining), and maintained in good condition. Extension cords are for temporary use and must be UL-listed as heavy duty.

2. Housekeeping and Building Maintenance

- Keep all egress paths, corridors, stairwells, and exits clear at all times.
- Maintain 18-inch clearance from sprinkler heads and ceilings in sprinklered areas.
- Store combustible materials (paper, boxes) neatly and in approved quantities.
- No storage that blocks fire equipment, alarms, or sprinkler coverage.
- **Doors:** Do not prop open any doors for any reason unless coordinated in advance with the Facilities Director.

3. Smoking Policy

Smoking (including e-cigarettes and vaping) is prohibited inside the building and within **20 feet** of all entrances, exits, operable windows, air intakes, and ventilation systems per North Dakota law. Use only designated outdoor areas equipped with proper receptacles.

4. Emergency Preparedness and Evacuation

- **Fire Drills and Alarms:** All employees, visitors, vendors, and contractors must participate in annual fire drills and exit the building immediately whenever a fire alarm sounds, unless a building official or local responder announces it is a test or conditions are safe to remain.
- **Awareness:** Employees must maintain awareness of nearest evacuation routes, fire alarm pull stations, and fire extinguisher locations.
- **Floor Coordinators:** Each floor or area will have a designated Floor Coordinator and a backup. Coordinators ensure their floor or area is fully evacuated and report headcounts at the assembly point.
- **Assembly Point:** All employees must proceed directly to the assembly point for accountability.

Burleigh County Building – west courthouse parking lot

Burleigh County Courthouse – Burleigh County Building (Commission Room)

Burleigh County Extension Service – if event occurs in arena, go to office and vice versa. If an event occurs requiring leaving the building, go to Expressway driveway.

Burleigh County Highway Department

- Bismarck – Southwest parking lot
- Wilton – 93rd Street NE approach
- Sterling – Approach north of building off Highway 10
- Wing – 2nd Avenue E approach

Burleigh County Sheriff's Department (east location) – sign building

- **General Fire Extinguishing Protocols:**
 - Use a fire extinguisher only if the fire is small, you are trained, and you have a safe escape route (follow **PASS** method: **P**ull pin, **A**im at base, **S**queeze handle, **S**weep side to side).
 - Do not attempt to fight a fire if it is spreading, involves electrical equipment or hazardous materials, or if you feel unsafe—evacuate immediately and let trained responders manage it.
 - Activate the nearest fire alarm pull station upon discovering fire or smoke.

5. Training and Responsibilities

- All employees must complete fire safety training and know the building's Emergency Action Plan.
- Report any fire hazards, damaged equipment, or blocked exits immediately to your supervisor and Facilities Director.
- **Facilities Management** and **Risk Management** are responsible for coordinating with the Bismarck Fire Department, approving items, and conducting internal checks.
- **Bismarck Fire Department** serves as the Authority Having Jurisdiction for inspections and code enforcement.

6. Enforcement

- Items in violation will be removed at the owner's expense.
- Repeated or willful violations may result in disciplinary action up to termination.
- This policy will be reviewed annually or after any significant incident or code change.

Questions: Contact Facilities Director or the Burleigh County Risk Manager.

Acknowledgment: All employees, visitors, vendors, and contractors are required to follow this policy as a condition of working in the Burleigh County facilities.

Burleigh County First Amendment Auditor Policy

Effective Date: October 19, 2026

A First Amendment auditor is a self-proclaimed citizen journalist who records (audio and/or video) public spaces and government employees to "test" whether officials respect their constitutional right to record. Uneventful audits are considered a "pass," while attempts to stop them are recorded and often posted to social media as "fails".

Federal courts and legal organizations have generally established that the public has a First Amendment right to record interactions in areas that are traditionally open to the public. However, they do not have the right to:

- Intrude on private areas of government buildings.
- Interfere with government operations or physically block public access.
- Harass, stalk, or single out private citizens in an intrusive manner.

Our Goal: Keep the interaction routine. First Amendment Auditors film public employees to provoke an emotional, angry reaction for social media views. If you remain completely calm and professional, they will leave.

Workspace Confidentiality

Ensure public-facing desks do not expose private or exempt information. Rearrange furniture so computer screens face away from public areas and adopt routine security habits—such as using privacy screens and clearing desks of sensitive documents when unattended.

Secure Private Spaces

Mark private zones with “Employees Only” signage. Strictly enforce boundaries by keeping visitors behind counters and out of back offices. Note that granting any civilian access to a private area can legally convert it into a public space, meaning you cannot selectively bar First Amendment auditors from entering it.

Prioritize Customer Comfort

If visitors express discomfort around a First Amendment auditor, offer them alternative service accommodations. Proactively invite them to complete their business over the phone or reschedule for another day.

Designate Audit Responders

Identify staff members who are comfortable being recorded to handle counter services during an audit. Other employees should continue working normally while facing away from the cameras.

Maintain Normal Operations

Continue normal business operations, handle routine inquiries, and document interactions as usual. If an issue cannot be resolved immediately, assure the individual that their complaint will be referred to the appropriate Department Head for action.

Route Employee Complaints

Refer complaints against employees to the relevant Department Head. Do not attempt to resolve these complaints yourself.

Identify Professionally

Politely provide your name and job title if requested by a First Amendment auditor or any customer.

De-Escalate to Reduce Liability

Remain calm, polite, and un-defensive to diffuse tension and protect the Town from legal risks. Do not automatically summon leadership or law enforcement simply because you are being recorded in a public space. Instead, only seek emergency assistance if you feel your safety or the safety of others is threatened.

Report All Incidents:

Report all audit interactions immediately to your Department Head, and, if appropriate, law enforcement. Prompt reporting ensures leadership can assess next steps and protect staff from potential follow-up harassment, such as spam phone calls.

In the Office

Allowed (Do Not Interfere)

- **Recording in open areas:** Members of the public have a constitutional right to film in public lobbies, open hallways, and at front service desks.
- **Refusing to give a name:** Visitors are not required to provide identification, state their business, or show a press pass just to stand in a public area.
- **Asking questions:** They may ask about public records, policies, or employee names.

Restricted (Enforce Immediately)

- **No entry to secure zones:** Do not let anyone pass "Employees Only" signs, counter gates, or locked doors.
- **No viewing confidential data:** Immediately lock your computer screen (Windows Key + L), flip over paperwork, and close desk drawers containing private citizen information.

At a Worksite (Field Operations, Roads)

Allowed (Do Not Interfere)

- **Recording from the perimeter:** People are allowed to film your work from public sidewalks, public easements, or across the street.
- **Filming equipment:** They can record municipal vehicles, license plates, and tools parked in public view.

Restricted (Enforce Immediately)

- **No crossing safety barriers:** Anyone entering an active construction zone, crossing caution tape, or standing too close to heavy machinery must be ordered to step back for physical safety.
- **No blocking operations:** They cannot physically obstruct a vehicle, tool, or crew member from completing their task.

The "Never" List (Avoid these Costly Mistakes)

- **NEVER touch the auditor or their camera.** Touching them or blocking their lens with your hand can lead to assault charges against you.
- **NEVER argue, debate the law, or get sarcastic.** They want you to argue. State your department policies calmly, or do not speak at all.
- **NEVER pull out your personal cell phone to film them back.** It escalates the situation and looks unprofessional.
- **NEVER call law enforcement just because someone is filming.** Only contact law enforcement if they trespass into restricted areas, block exits, make physical threats, or break a law.

STEP-BY-STEP ACTION PLAN

1. **Acknowledge and Pivot:** Smile, look directly at the camera, and say calmly: "Hello, how can I help you with County business today?"
2. **Disengage if ignored:** If they refuse service and just keep filming, quietly return to your work. Do not stare at the camera.
3. **Walk away:** If you do not have active work at the front counter, calmly walk into a secure back-office area.
4. **Notify Management:** Quietly inform your supervisor or Department Head that a camera is present in the building or worksite.

ITEM

7



DATE: October 12, 2026

TO: Burleigh County Commission

SUBJECT: Passenger Rail Service

ACTION REQUIRED: No action required.

DETAILS

Passenger rail service is anticipated to return to our area as soon as the mid-2030's. There are two things we need to keep in mind regarding this transformative, once-in-generation opportunity:

- It will not happen on its own
- Communities must be ready for its return

Current Status of Passenger Rail Restoration

- Big Sky Passenger Rail Authority (BSPRA) Corridor ID Project
 - FRA Funding
 - US Senator Tim Sheehy,(R) MT and former US Senator Jon Testor, (D)
- Multiple Passenger Rail Projects-WI, MN, ID, WA Dovetailing on BSPRA project
- Significant ROIs to communities: Amtrak Borealis (MN, May 2024)) far exceeding projected ridership-required additional seats and a fourth coach to be added and the Amtrak Mardi Gras (Mobile, AL to New Orleans, LA; Aug. 2025) exceeded all projections for ridership and revenue in first year with over 150,000 rides

North Dakota represents a significant gap in the existing passenger rail network and one of the biggest hurdles to overcome in connecting passenger rail from east to west through the proposed corridor.

How We are Advocating

- Members of the BSPRA Government Partners Program (GPP)
- Assembled ND Passenger Rail Communities Consortium – Roundtable Discussion
- Presentations to Community Organizations: Bismarck-Mandan Chamber EDC; Bismarck Rotary
- MPO Briefings with Senator Cramer staff Brady Kenyon and Chris Marohl
- Interstate Collaboration – Madison WI Station Siting Study; Yakima Valley COG RFP; Missoula MPO; Rail Passenger Association Economic Analysis; PNWR; BSPRA; NW Rail Summit Plenary Panelist
- Infrastructure Roundtable with US Representative Fedorchak and US Rep. Nick Begitch, (AK)
- MPO-led Passenger Rail Station Siting Study underway



Opportunities to Promote Passenger Rail

- Engage in Passenger Rail Station Siting Study outreach efforts
- Participate in GPP webinars
- Talk to your friends and neighbors about benefits of passenger rail on our local economy and the transportation network
- Contact your community peers and partners to build support for passenger rail
- Engage representatives at NDDOT to encourage a more significant inclusion of passenger rail in their current Freight and Rail Plan update
- Build state support by collaborating with state departments of Commerce and Tourism
- Contact your colleagues in the ND State Legislature so they understand how critically important passenger rail is to the state of ND for its residents and visitors

Passenger rail restoration is no longer hypothetical. It's moving through federal planning with momentum. Our region can either prepare now and shape the outcome – or react later and risk not being heard at all. We must organize, speak with one voice, and demonstrate readiness.

(Note: Presentations, available session recordings, speaker information and news coverage from the August 2026 NW Rail Summit are now available on the [NW Rail Summit Event Page](#).)

STAFF CONTACT: Kim Riepl, Executive Director, Bismarck-Mandan MPO

kriepl@bismarcknd.gov | 701.355.1844

ITEM

8

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Jeremy Alm

Address: 4425 Chamberlain Drive, Bismarck

Home Phone: N/A Work: Cell:

Email:

Board or Commission on which you prefer to serve:

Human Service Love Board

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

Currently in the Foster Care system, active Law Enforcement.

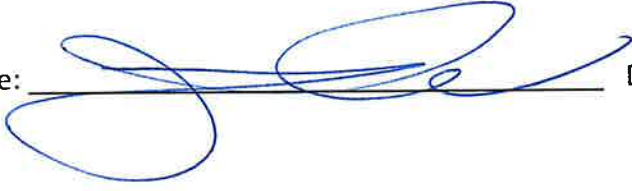
If you have any special interest or reason for serving on this Board or Commission, please explain below.

Principal Occupation/Source of Income (check one)

- | | | | |
|--|------------------------------------|---|---|
| ☐ 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:

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

Signature:  Date: 10/9/2016

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

OFFICE USE ONLY

Date Appointed by Commission

Term Start Date

Term End Date

Oath Returned

ITEM

9



BURLEIGH COUNTY SHERIFF'S DEPARTMENT

KELLY LEBEN
SHERIFF

Request for County Commission Action

Date: October 5, 2026

To: Mark Splonskowski
Burleigh County Auditor

From: Kelly Leben
Burleigh County Sheriff

Re: Burleigh East Parking Lot Renovation Project

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

Action Requested:

Discuss a proposed renovation of the Burleigh County parking lot at 2000 N 52nd St. and discuss potential funding sources to include remaining funds allocated to Burleigh East Renovation Project.

Background:

The Burleigh County Sheriff's Department (BCSD) has occupied the property at 2000 N 52nd St since 2014. In 2024, BCSD received permission and funding to renovate the interior of the building and in 2025 and 2026 the renovation was substantially completed. During renovation, a water issue was discovered occurring on the east wall of the basement. Analysis of the problem led to the belief that an overlay of the parking lot in 2018 was contributing to run-off issues with the below-grade portion of the building. Options were presented by the architect and General Contractor and a temporary solution was implemented to address the water issue.

Recommendation:

It is recommended that the County Commission authorize the Burleigh County Sheriff's Department to receive bids and authorize renovation based upon available funding.

Proposed Resolution:

THEREFORE BE IT RESOLVED: That the proper County officials are hereby authorized to advertise and receive bids for renovation of the described property.

COURTHOUSE

514 E. Thayer • PO Box 1416

Bismarck, ND 58502-1416

P 701-222-6651 • F 701-221-6899

www.facebook.com/BurleighCountySheriffsDepartment

BURLEIGH MORTON DETENTION CENTER

4000 Apple Creek Road • PO Box 2499

Bismarck, ND 58502-2499

P 701-255-3113 • F 701-258-5319



BURLEIGH COUNTY SHERIFF'S DEPARTMENT

KELLY LEBEN
SHERIFF

Request for County Commission Action

Date: October 8, 2026

To: Mark Splonskowski
Burleigh County Auditor

From: Kelly Leben
Burleigh County Sheriff

Re: 2025 & 2026 Justice Assistance Grant

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

Action Requested:

Approve the 2025 & 2026 Justice Assistance Grant between Burleigh County and the City of Bismarck

Background:

The Justice Assistance Grant (JAG) is an annual grant awarded to the City of Bismarck with Burleigh County as a Sub-Grantee. The grant award is used to aid in equipment purchases.

Recommendation:

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

Proposed Resolution:

THEREFORE BE IT RESOLVED: That the proper County officials are hereby authorized to authorize the JAG Agreement between Burleigh County and the City of Bismarck.

COURTHOUSE

514 E. Thayer • PO Box 1416

Bismarck, ND 58502-1416

P 701-222-6651 • F 701-221-6899

 www.facebook.com/BurleighCountySheriffsDepartment

**BURLEIGH MORTON
DETENTION CENTER**

4000 Apple Creek Road • PO Box 2499

Bismarck, ND 58502-2499

P 701-255-3113 • F 701-258-5319



BURLEIGH COUNTY SHERIFF'S DEPARTMENT

KELLY LEBEN
SHERIFF

To: Chief Jason Stugelmeyer

Date: August 13 2026

From: Chief Deputy Gary Schaffer

Re: 2026 JAG Grant

A handwritten signature in blue ink, appearing to read "Gary Schaffer".

The Burleigh County Sheriff's Department, in participation with the 2026 JAG Grant, proposes to expend the funds in the following manner:

- Sig M-400 Pro 11.5" rifle (5) APPROXIMATE TOTAL COST \$5,290.00
- Romeo 4XT Pro-Red dot optic (5) approximate total cost \$2,383.00
- Foxtrot MSR compact weapon light (5) approximate total cost \$717.55
- Juliet 3- micro magnifier (10) approximate total cost \$1,663.90

Total expenditures will be approximately \$10,054.45

No other grant funding will be used to pay for these items and these items are beyond our normal budget.

Thank you.

COURTHOUSE

514 E. Thayer • PO Box 1416

Bismarck, ND 58502-1416

P 701-222-6651 • F 701-221-6899

www.facebook.com/BurleighCountySheriffsDepartment

BURLEIGH MORTON DETENTION CENTER

4000 Apple Creek Road • PO Box 2499

Bismarck, ND 58502-2499

P 701-255-3113 • D 701-258-5319

GMS APPLICATION NUMBER O-BJA-2026-172705

AGREEMENT FOR USE OF JUSTICE ASSISTANCE GRANT AWARD (JAG)

The City of Bismarck ("City") and Burleigh County ("County") collectively known as "Parties" agree as follows:

1. **Disparate Allocation.** The **City** and **County** hereby agree that the **County** bears more than 50% of the costs associated with prosecution or incarceration of the **City's** Part 1 violent crime. As the **City** and **County** have concurrent jurisdiction and the **City** is scheduled to receive 150% more in grant funding, the **City** and **County** agree there is a disparate allocation and will therefore submit a joint application for the total eligible allocation to be shared as outlined in this agreement.
2. **Expenditure of JAG Grant.** The **City** and **County** hereby agree to expend JAG funds in the following manner and for the purpose stated below.
3. **Purpose.** That the Bismarck Police Department and the Burleigh County Sheriff's Department will share the grant funds under CFDA# 16.738 with 65% or \$18,493.80 the **City** and 35% or \$9,958.20 to the **County**. The program will encompass equipment and programs that have been applied for and approved through the JAG application process.
4. **Budget.** The grant amount is \$28,452 and requires funds to be expended up expiration of the grant. In addition, grant mandates require a budget which was submitted with the grant application. Both parties agree that the budget will be followed as outlined in the application.
5. **Fund Expenditures.** Funds may be expended by either Department in the furtherance of the stated purpose area and upon agreement of both the Chief of Police and Sheriff. Use of the funds will be consistent with the terms of the grant.
6. **Fiscal Agent.** The City of Bismarck, Bismarck Police Department will designate an individual as the fiscal agent who will administer the financial and program requirements.
7. **Grant Assurances.** Both the City and the County agree to comply with all the applicable Guidance for Grants and Agreements and including all applicable Standard Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements which are attached to and made a part of this Agreement.
8. **Equipment.** The **County** agrees that tangible personal property having a useful life of more than one year and a purchase price that exceeds the lesser of the capitalization level of the **City**, or \$5000, (Equipment) purchased with federal funds will remain the property of the **County** and, when no longer needed, will be returned to the **City** or disposed of pursuant to the direction of the **City**. This paragraph shall survive the end of the term or other termination of this Agreement and remain in effect until such time as the personal property is disposed of pursuant to this paragraph.
9. The **County** shall respond to and clear all material weaknesses resulting from A-133 Audits. Material weaknesses identified in **County** current A-133 Audit must be reconciled prior to

County's next audit. Plans to correct material weaknesses must be submitted to the City of Bismarck Finance Department. Plans to address significant deficiencies identified by a **County A-133** Audit must also be submitted to the City of Bismarck Finance Department.

10. **Effective Date and Termination.** This agreement shall become effective upon signing and continue in effect until all grant funds are expended or the grant expires.

CITY OF BISMARCK:

Dated this _____ day of _____, 2026

Attest: _____

Jason Tomanek
City Administrator

Mayor Michael Schmitz
President, Board of City Commissioners

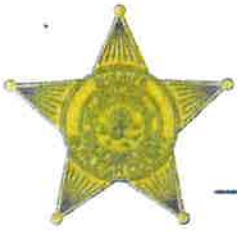
BURLEIGH COUNTY:

Dated this _____ day of _____, 2026

Attest: _____

Burleigh County Auditor

Chairman, Board of County Commissioners



BURLEIGH COUNTY SHERIFF'S DEPARTMENT

KELLY LEBEN
SHERIFF

To: Deputy Chief Randy Ziegler

Date: March 19, 2026

From: Chief Deputy Gary Schaffer

A handwritten signature in blue ink, appearing to read "Gary Schaffer".

Re: 2025 JAG Grant

The Burleigh County Sheriff's Department in participation with the 2025 JAG Grant proposes to expend the funds in the following manner:

- Sig M-400 Pro 11.5" Rifles (5) approximate total cost \$5,290.00
- Romeo 4XT Pro-Red dot optic (5) approximate total cost \$2,383.00
- Foxtrot MSR compact weapon light (5) approximate total cost \$717.55
- Juliet 3- micro magnifier (10) approximate total cost \$1,663.90

Total expenditures will be approximately \$10,054.45

No other grant funding will be used to pay for these items and these items are beyond our normal budget.

Thank you.

COURTHOUSE

514 E. Thayer • PO Box 1416

Bismarck, ND 58502-1416

P 701-222-6651 • F 701-221-6899

www.facebook.com/BurleighCountySheriffsDepartment

BURLEIGH MORTON DETENTION CENTER

4000 Apple Creek Road • PO Box 2499

Bismarck, ND 58502-2499

P 701-255-3113 • F 701-258-5319

GMS APPLICATION NUMBER O-BJA-2025-172542

AGREEMENT FOR USE OF JUSTICE ASSISTANCE GRANT AWARD (JAG)

The City of Bismarck ("City") and Burleigh County ("County") collectively known as "Parties" agree as follows:

1. **Disparate Allocation.** The **City** and **County** hereby agree that the **County** bears more than 50% of the costs associated with prosecution or incarceration of the **City's** Part 1 violent crime. As the **City** and **County** have concurrent jurisdiction and the **City** is scheduled to receive 150% more in grant funding, the **City** and **County** agree there is a disparate allocation and will therefore submit a joint application for the total eligible allocation to be shared as outlined in this agreement.
2. **Expenditure of JAG Grant.** The **City** and **County** hereby agree to expend JAG funds in the following manner and for the purpose stated below.
3. **Purpose.** That the Bismarck Police Department and the Burleigh County Sheriff's Department will share the grant funds under CFDA# 16.738 with 65% or \$18,642.65 the **City** and 35% or \$10,038.35 to the **County**. The program will encompass equipment and programs that have been applied for and approved through the JAG application process.
4. **Budget.** The grant amount is \$28,681 and requires funds to be expended up expiration of the grant. In addition, grant mandates require a budget which was submitted with the grant application. Both parties agree that the budget will be followed as outlined in the application.
5. **Fund Expenditures.** Funds may be expended by either Department in the furtherance of the stated purpose area and upon agreement of both the Chief of Police and Sheriff. Use of the funds will be consistent with the terms of the grant.
6. **Fiscal Agent.** The City of Bismarck, Bismarck Police Department will designate an individual as the fiscal agent who will administer the financial and program requirements.
7. **Grant Assurances.** Both the City and the County agree to comply with all the applicable Guidance for Grants and Agreements and including all applicable Standard Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements which are attached to and made a part of this Agreement.
8. **Equipment.** The **County** agrees that tangible personal property having a useful life of more than one year and a purchase price that exceeds the lesser of the capitalization level of the **City**, or \$5000, (Equipment) purchased with federal funds will remain the property of the **County** and, when no longer needed, will be returned to the **City** or disposed of pursuant to the direction of the **City**. This paragraph shall survive the end of the term or other termination of this Agreement and remain in effect until such time as the personal property is disposed of pursuant to this paragraph.
9. The **County** shall respond to and clear all material weaknesses resulting from A-133 Audits. Material weaknesses identified in **County** current A-133 Audit must be reconciled prior to

County's next audit. Plans to correct material weaknesses must be submitted to the City of Bismarck Finance Department. Plans to address significant deficiencies identified by a **County A-133** Audit must also be submitted to the City of Bismarck Finance Department.

10. Effective Date and Termination. This agreement shall become effective upon signing and continue in effect until all grant funds are expended or the grant expires.

CITY OF BISMARCK:

Dated this _____ day of _____, 2025

Attest: _____

Jason Tomanek
City Administrator

Mayor Michael Schmitz
President, Board of City Commissioners

BURLEIGH COUNTY:

Dated this _____ day of _____, 2025

Attest: _____

Burleigh County Auditor

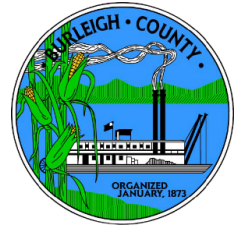
Chairman, Board of County Commissioners

ITEM

10



**Burleigh County Finance/Treasurer
Department**
221 N 5th St
Bismarck, ND 58501
(701) 712-8353



DATE: October 19, 2026

TO: Burleigh County Commission

FROM: Taylor Schmidt, Finance Director

RE: Leave Variance Request

REQUEST

Approve a variance to the leave accrual schedule for the Deputy Finance Director position.

BACKGROUND

The Finance/Treasurer's Department is in the process of hiring a Deputy Finance Director. The selected candidate has over four years of experience in local government accounting. As part of the recruitment process, an increased annual leave accrual rate was negotiated. The proposed rate exceeds the standard accrual schedule under Burleigh County policy and requires County Commission approval.

RECOMMENDATION

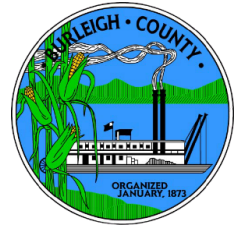
It is recommended that the Burleigh County Commission approve a variance to the annual leave accrual schedule for the Deputy Finance Director position, increasing the accrual rate from eight to ten hours per month.

PROPOSED RESOLUTION

THEREFORE, BE IT RESOLVED: That the Burleigh County Commission hereby approves a variance to the annual leave accrual schedule under Burleigh County policy, authorizing the Deputy Finance Director to accrue annual leave at a rate of ten hours per month.



**Burleigh County Finance/Treasurer
Department**
221 N 5th St
Bismarck, ND 58501
(701) 712-8353



DATE: October 19, 2026

TO: Burleigh County Commission

FROM: Taylor Schmidt, Finance Director

RE: Finance/Treasurer Office Closure – Friday, January 8, 2027

REQUEST

Authorize the temporary closure of the Finance/Treasurer's Office to the public on Friday, January 8, 2027.

BACKGROUND

Burleigh County is scheduled to transition its financial software from a server-based system to a cloud-based system on January 8, 2027. The conversion will require one full business day of downtime, during which the County will be unable to access its accounting and cash receipting systems.

During this period, the Finance/Treasurer's Office will be unable to process payments, access property tax information, or verify tax balances for property transfers. Staff will continue working during the closure, assisting with the conversion and performing duties that do not require access to the affected systems.

RECOMMENDATION

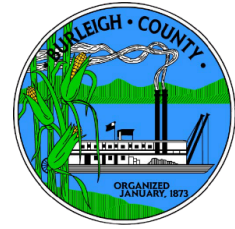
It is recommended that the County Commission authorize the temporary closure of the Finance/Treasurer's Office to the public on January 8, 2027. Advance notice will be provided to the public and affected departments.

PROPOSED RESOLUTION

THEREFORE, BE IT RESOLVED: That the Burleigh County Commission hereby authorizes the temporary closure of the Finance/Treasurer's Office to the public on January 8, 2027, due to the scheduled financial software conversion.



**Burleigh County Finance/Treasurer
Department**
221 N 5th St
Bismarck, ND 58501
(701) 712-8353



DATE: October 19, 2026

TO: Burleigh County Commission

FROM: Taylor Schmidt, Finance Director

RE: 2025 Mill Levy Calculation Follow Up

BACKGROUND

During the calculation of the 2025 mill levies, taxable valuations for mobile homes and in-lieu-of-tax properties were incorrectly included in the real estate taxable valuation base. This increased the valuation used to calculate mill levy rates, resulting in rates that were lower than necessary to generate the amounts certified by taxing districts.

The Finance/Treasurer Department was responsible for preparing and reviewing the original 2025 mill levy calculations.

The error resulted in approximately \$900,000 less in real estate taxes being levied than the amounts certified by the affected taxing districts. The largest estimated impacts include:

Entity	2025 Certified Levy	2025 Amount Levied	Difference	% Variance
Bismarck School	74,746,800.00	74,341,026.73	405,773.27	-0.54%
City of Bismarck	42,183,042.00	41,913,099.41	269,942.59	-0.64%
Bismarck Park District	17,719,561.78	17,609,208.70	110,353.08	-0.62%
Burleigh County	13,927,456.00	13,851,812.81	75,643.19	-0.54%
City of Lincoln	1,376,885.00	1,356,708.98	20,176.02	-1.47%

Other taxing districts were also affected. These amounts remain estimates because subsequent valuation changes, including abatements, complicate the comparison of original and final taxable valuations. The estimated impact for every taxing district is attached.

This was a calculation error, not an error in the collection or distribution of property taxes. **The additional taxes were never levied or collected.**

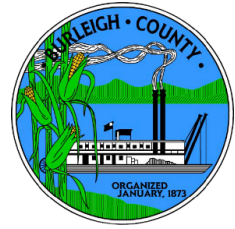
TIMELINE

October–December 2025 – Mill Levy Calculations

The 2025 mill levies were calculated and approved using a taxable valuation base that incorrectly included mobile homes and in-lieu-of-tax properties.



**Burleigh County Finance/Treasurer
Department**
221 N 5th St
Bismarck, ND 58501
(701) 712-8353



July 22, 2026 – Initial Discrepancy Identified

The Bismarck Park District questioned valuation differences. Initial review attributed the discrepancy to subsequent valuation changes and did not identify the calculation error.

Week of August 10, 2026 – Calculation Error Identified

Additional inquiries from Bismarck and Lincoln prompted further review, identifying the incorrect valuation base used in the 2025 calculations.

August 12, 2026 – Meeting Requested

The Finance Director requested a meeting with the Tax Equalization Director, Commission Chairman, and County Administrator to discuss the identified error and its impact.

August 14, 2026 – Leadership Meeting

County leadership reviewed the calculation error, estimated financial impact, and corrective measures.

August 17, 2026 – Notification of Largest Affected Taxing Districts

The largest affected taxing districts were notified in person or over the phone of the calculation error, estimated financial impact, and corrective measures.

August 17, 2026 – County Commission Presentation

The calculation error, estimated financial impact, and corrective measures were presented at the Burleigh County Commission meeting.

Week of August 31, 2026 – Preliminary Values Letters Sent

Preliminary values were sent to all taxing districts. The letters directed taxing districts to historical taxable valuations and tax levies published by the North Dakota State Tax Commissioner and advised that mill levy confirmations would be provided for 2026.

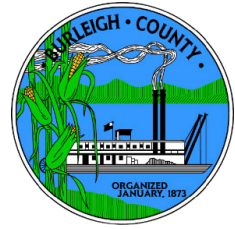
2026 MILL LEVY PROCESS IMPROVEMENTS

The Finance/Treasurer Department has revised its procedures to provide additional verification throughout the 2026 mill levy process. The 2026 preliminary taxable valuation letters were independently reviewed by Auditor's Office staff before distribution to taxing districts.

Additional procedures are planned as the 2026 mill levies are calculated. The Department will compare calculated tax levy amounts against amounts certified by taxing districts, investigate discrepancies, and document the review before finalizing the mill levies. Taxing districts will receive confirmation information to verify their calculated mill levies and identify discrepancies before tax statements are finalized. The Department also plans to begin tax statement preparation earlier and complete State reporting before mailing statements, allowing additional time to identify and correct any discrepancies.



**Burleigh County Finance/Treasurer
Department**
221 N 5th St
Bismarck, ND 58501
(701) 712-8353



LEGAL REVIEW AND NEXT STEPS

The Finance/Treasurer Department has not identified an established administrative mechanism to recover the approximately \$900,000 in unlevied taxes. During a similar issue in 2022, the State's Attorney recommended against reimbursing affected taxing districts because the funds had not been levied or collected.

Any potential recovery or reimbursement would first require a determination by the State's Attorney regarding the County's legal authority and available options. Following that review, the County Commission would determine whether to pursue any legally available action.

The Finance/Treasurer Department will continue implementing the revised verification procedures for the 2026 mill levy cycle.

RECOMMENDATION

This report is provided for the Commission's information. No formal action is requested at this time.

ATTACHMENTS

1. 2025 Mills Certified vs Levied by Taxing District

2025 Mills Certified vs Levied by Taxing District

Entity	2025 Certified Levy	2025 Amount Levied	Difference	% Variance
Bismarck School	74,746,800.00	74,341,026.73	405,773.27	-0.54%
City of Bismarck	42,183,042.00	41,913,099.41	269,942.59	-0.64%
Bismarck Park District	17,719,561.78	17,609,208.70	110,353.08	-0.62%
Burleigh County	13,927,456.00	13,851,812.81	75,643.19	-0.54%
City of Lincoln	1,376,885.00	1,356,708.98	20,176.02	-1.47%
Water Resource District	980,986.00	974,150.95	6,835.05	-0.70%
Lincoln Park District	322,000.00	317,293.22	4,706.78	-1.46%
Bismarck Rural Fire District	2,001,527.00	1,997,470.65	4,056.35	-0.20%
State Medical Center	741,940.75	737,993.15	3,947.60	-0.53%
Garrison Diversion	741,940.75	737,993.15	3,947.60	-0.53%
Sterling School	536,895.85	534,552.48	2,343.37	-0.44%
Menoken School	273,700.76	272,714.01	986.75	-0.36%
Soil Conservation District	635,640.00	634,674.11	965.89	-0.15%
Apple Creek School	597,840.10	597,055.52	784.58	-0.13%
Manning School	48,187.00	47,745.86	441.14	-0.92%
Gibbs Township	370,310.71	369,958.07	352.64	-0.10%
Sterling Township	28,000.00	27,688.07	311.93	-1.11%
Naughton School	67,927.29	67,635.83	291.46	-0.43%
Telfer Township	16,500.00	16,225.35	274.65	-1.66%
Crofte Township	18,770.00	18,578.18	191.82	-1.02%
Fort Rice Township	51,652.62	51,487.99	164.63	-0.32%
Sterling Fire District	45,740.00	45,593.82	146.18	-0.32%
Ecklund Township	50,545.00	50,405.27	139.73	-0.28%
Missouri Township	10,788.00	10,689.37	98.63	-0.91%
Long Lake Township	6,000.00	5,912.04	87.96	-1.47%
McKenzie Township	37,000.00	36,919.95	80.05	-0.22%
City of Wing	19,201.00	19,126.71	74.29	-0.39%
Christiania Township	6,500.00	6,436.59	63.41	-0.98%
Naughton Township	18,000.00	17,939.75	60.25	-0.33%
Cromwell Township	10,966.00	10,909.49	56.51	-0.52%
Wilson Township	10,315.39	10,267.81	47.58	-0.46%
Logan Township	12,302.82	12,266.24	36.58	-0.30%
Driscoll Township	20,626.00	20,590.78	35.22	-0.17%
Frances Township	9,369.58	9,339.14	30.44	-0.32%

These amounts remain estimates because subsequent valuation changes, including abatements, complicate the comparison of original and final taxable valuations.

ITEM

11

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN
LINDSAY BROWER

Memorandum

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

From: Pam Binder, SPHR, SHRM-SCP
HR Director/Risk Management Director

Date: October 19, 2026

Re: 2026 Third Quarter HR Status Report

Please see the 2026 Third Quarter HR Status Report that is attached to this memo.

BURLEIGH COUNTY
HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

Human Resources Third Quarter Status Report

Overview

The following information was extracted from the reporting period of January 1, 2026 through September 30, 2026. Where possible, the year-to-date 2026 data has been compared with the data from the prior years of 2025, 2024, 2023, and 2022 to provide information trends for Burleigh County.

Recruitment & Selection

Below is the recruitment activity from January to September 2026. Burleigh County has posted **84** open job postings through the third quarter of 2026. This is a significant increase in activity from the **50** job postings for 2025, **40** job postings in 2024, **65** job postings in 2023, and **47** job postings in 2022. It is important to note that several of these job postings were used to fill multiple positions, such as Detention Officer and Highway Maintenance Worker II. It is also important to note, that for some positions it was necessary to post the job several different times in order to attract qualified applicants. The breakdown in 2026 job postings by department is listed Below:

1. The Highway (including Parks) Department – **22** job postings (includes seasonal workers)
2. Burleigh-Morton Detention Center (BMDC) – **17** job postings
3. Burleigh County Human Service Zone (BCHSZ) – **12** job postings
4. Finance-Treasurers Department – **11** job postings
5. States Attorney’s Office – **9** job postings (includes temporary law clerks)
6. County Administration – **2** job postings
7. Emergency Management Division – **2** job postings
8. Buildings & Grounds – **2** job postings
9. Planning & Zoning – **2** job postings
10. All other departments – **5** job postings

The number of applications that have been received in a year is called applicant flow. The applicant flow through third quarter 2026 is at **451** applications. This is a significant number of applications to process within a nine (9) month period. For comparison the applicant flow for the past years has been **472** applications in 2025, **675** applications in 2024, **520** applications in 2023, and **326** applications in 2022. We are on target to match or surpass the 2024 applications for 2026.

The Human Resources department uses The Personnel Action Form(PAF) for HR actions to initiate any HR activity that involves employees of Burleigh County. The table below lists the

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

different types of HR actions that are processed through the Human Resources Department. Each type of HR action represents a workflow process that has to be completed by one or more human resources employee(s). Tracking the HR actions provides a measurement tool that reveals the activity level in the Human Resources Department. The activity through September 30, 2026 shows **638** HR actions processed. This is significantly higher than in most previous years as the human resources department has processed **124%** of the annual 2025 HR actions, **102%** of the annual 2024 HR actions, **87%** of the annual 2023 HR actions, and **109%** of the annual 2022 HR actions. Even if the recruitment activity slows down for the remainder of 2026, the number of HR Actions processed annually for 2026 will likely be higher than in past years. The table below breaks down the eighteen (18) different types of HR actions processed in a given year.

HR Actions	2020	2021	2022	2023	2024	2025	2026YTD
New Hire	90	55	62	91	90	69	93
Rehire	16	11	18	7	8	5	6
Promotion	11	19	25	32	11	16	26
Demotion	1	3	5	4	4	4	4
Transfer	5	6	9	10	5	1	3
Pay Step Increase	22	0	246	409	340	267	240
COLA Only	6	0	68	0	1	6	98
Temporary Stipend	2	1	6	1	4	9	10
End Temp Stipend	2	1	0	0	2	2	3
End of Probation - (BCHSZ)	4	2	8	3	6	5	7
GL Change (BCHSZ)	0	1	3	5	0	2	16
Probationary Increase	38	56	48	51	63	51	43
Market Adjustment	0	0	3	27	36	6	4
Reclassification	2	0	12	2	1	0	5
Voluntary Resignation	75	53	58	80	43	49	62
Discharge	5	11	10	8	12	12	11
Retirement	10	6	2	4	1	6	6
Forced Resignation	3	2	2	3	1	4	1
Death	0	0	1	1	0	0	0
TOTALS	292	227	585	737	628	514	638
Duration	Year	Year	Year	Year	Year	Year	9 Months
YTD 2026 Percentage of Prior Years	218%	281%	109%	87%	102%	124%	

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

When the Year-to-Date HR Actions for 2026 through the third quarter are broken down by department, the highest department percentages for HR actions processed is; BMDC (Detention Center) – **28%**, BCHSZ (Human Service Zone) – **21%**, Highway – **15%**, States Attorney Office – **13%**, and Sheriff – **12%**. The other departments range from 0% to 3%.

The average time to fill a position is **23 days**.

The North Dakota Labor Market Information (NDLMI) data lists the unemployment rate for North Dakota in August, 2026 at just **2.2%**. In Burleigh County the unemployment rate in August 2026, was lower at **1.9%**. The NDLMI listed the amount of unemployed people actively looking for work in North Dakota at **9,359** as of August 2026. The NDLMI listed only **1,039** unemployed people actively looking for work in Burleigh County in August 2026. As a result, in Burleigh County, we have more jobs available than there are unemployed people to fill them. The low unemployment percentage and the number of unemployed people actively seeking work creates a very tight labor market environment for recruitment. Local government is at a disadvantage to compete for talent with private business in the Bismarck-Mandan area. Instead, we are competing with other government entities within our area and vise-versa.

The cost of advertising for Burleigh County jobs Year-to-Date 2026 is at **\$4,983.64** which is **62%** of the 2026 human resources department jobs advertising budget. This expense is tracking to be similar to past years; **\$5,077.00** in 2025, **\$5,647.00** in 2024, **\$5,398.00** in 2023, and **\$6,423.00** in 2022.

Employee Relations

This section includes the number of employee complaints or employee actions based on employee conduct that have been reported during the year. It also includes all internal investigations that were either performed by the HR Director or the HR Director participated as a consultant throughout the process. The last row in the table below shows the number of disciplinary actions that have resulted from the internal investigations. Disciplinary actions include employee warnings, letters of caution, letters of reprimand, employee suspensions, forced resignations, and employee discharges. These numbers have increased to almost double (**45%** increase) for 2026 as compared to the annual totals in past years. This is one indicator of the quality of hired newly employees overall. It also indicates lack of job fit in certain positions.

Employee Relations	2022	2023	2024	2025	YTD 2026
Complaints	43	41	42	31	36
Investigations	18	32	29	26	25
Disciplinary Actions	22	13	17	18	40

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

Job Reclassifications

The Human Resources department is currently working with both the States Attorney and the Sheriff's departments on the positions within the departments. We are working through the job classification and job description review and revision process to ensure proper job classification and market equity.

HR Compliance & Policy Updates

The human resources department has completed, and the Commission has approved the following policies through September 30, 2026:

- Recruitment & Selection Policy
- Employment Policy

The Human Resources department is currently working on the following policies for 2026:

- Employee Overtime, Call-In and On-Call Policy
- Comp Time Policy
- Employee Compensation Policy
- Tuition Reimbursement Policy

Benefits

The Burleigh County Health Insurance Plan Summary Report (Addendum A) is attached to this Third Quarter HR Status Report. The Burleigh County Health Insurance Plan Summary Report shows claims and administrative expenses, and plan contributions activity from January 1, 2026 through August 31, 2026. The year-to-date expenses are **\$5,887,064.08**. This includes all claims processes, stop loss premiums and administrative fees for this year and the years prior. The total contributions (employee and employer) to the plan year-to-date are **\$5,705,384.00**. That leaves a deficit of **-\$181,680.08**. The remaining balance in the Plan Reserves is **\$2,017,236.93**.

As was mentioned in my 2026 Mid-Year HR Status Report, Blue Cross Blue Shield of North Dakota (BCBSND) has merged with Cambia Health. As a result, the Burleigh County Health Insurance Plan members will be receiving new member id cards with a different member id number on the card. The new member id card will list all dependents on the card. Also, there will be some minor changes in our Stop Loss Insurance (Re-Insurance) policy coverage for 2027. We should be receiving those changes within the month of October.

BURLEIGH COUNTY

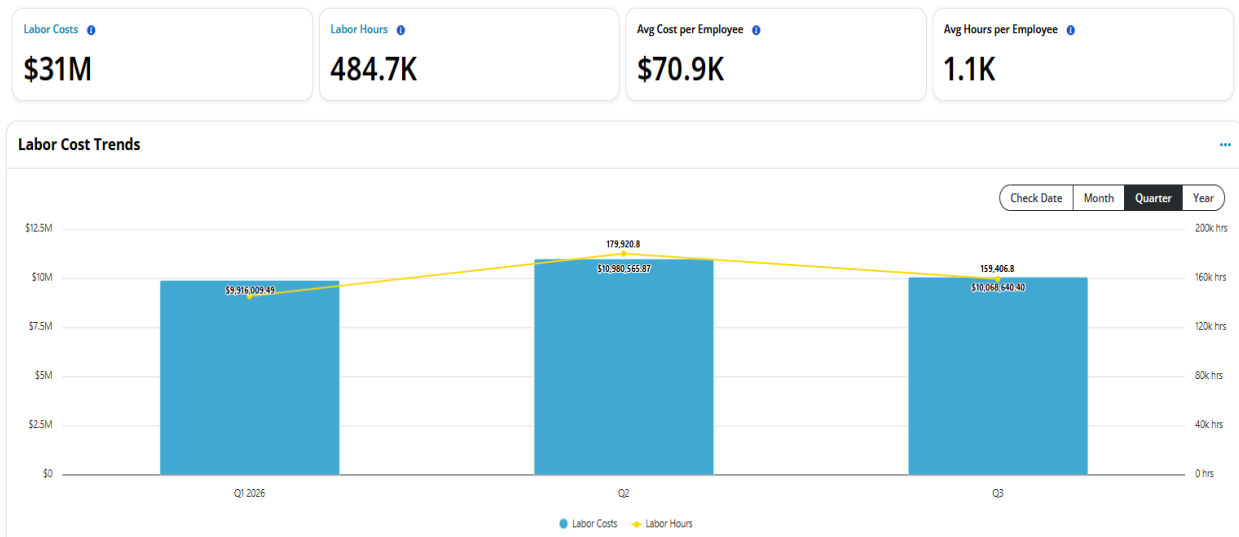
HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

The **2027 Annual Open Enrollment period will be from October 30, 2026 through November 13, 2026.** Employees can enroll or change coverage options in the different insurance plans; health, dental, vision, life insurance and/or ancillary insurance such as Aflac and Usable. Any changes to the insurance plans will be effective January 1, 2027.

Compensation

Burleigh County has implemented the Paylocity HRIS, Timekeeping and Payroll System. A feature of this system allows the human resources department to see “Data Insights” this provides different information regarding Labor Compensation Costs. The bar chart below provides a picture of the employee compensation costs per quarter from first quarter through third quarter of 2026. The quarterly compensation amount is listed on the top of the blue bar and the labor hours are listed as points along the yellow line. The amounts in the blue bars are: **Q1 = \$9,916,009.49**, **Q2 = \$10,980,565.87** and **Q3 = \$10,068,640.40**. The numbers on the yellow line are: **Q1 = 145,345**, **Q2 = 179,920.8**, and **Q3 = 159,406.8**. Labor Costs through third quarter are listed at **\$31 million dollars** for all employees working at Burleigh County including the Burleigh County Human Service Zone employees. This amount includes employee salary and employer paid benefits.



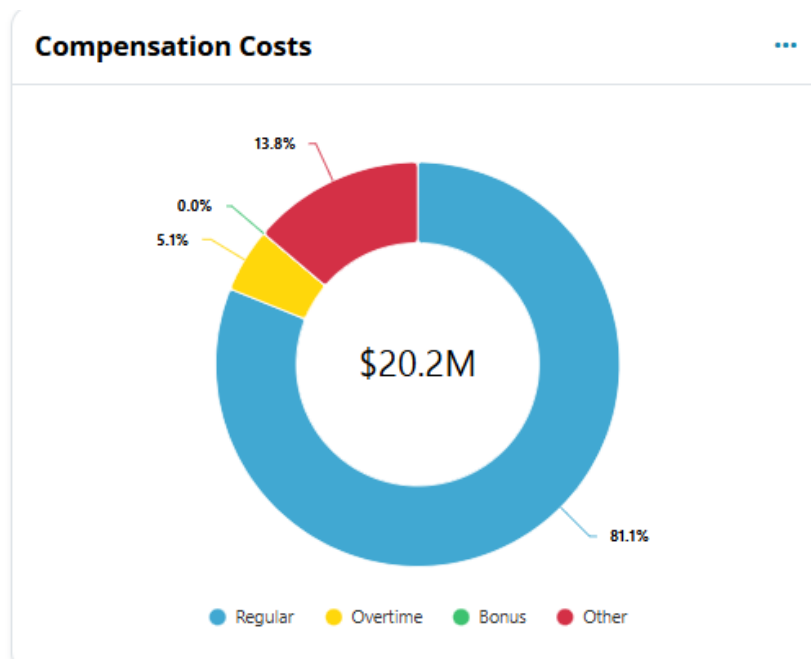
The 2026 budgeted amount for Burleigh County employees’ salaries and employer paid benefits was approved at approximately **\$45,210,000.00**. As of the third quarter of 2026, we are tracking at **68%** of the budget expended over the first twenty (20) payrolls with six (6) payrolls left for 2026.

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

The compensation costs through third quarter 2026 are: **\$16,365,005.81** in regular wages, **\$1,032,792.93** in overtime wages, and **\$2,784,499.06** in other (this includes NDPERS, and Basic Life Insurance employer paid contributions). The compensation costs break down is listed by percentage in the donut chart below:

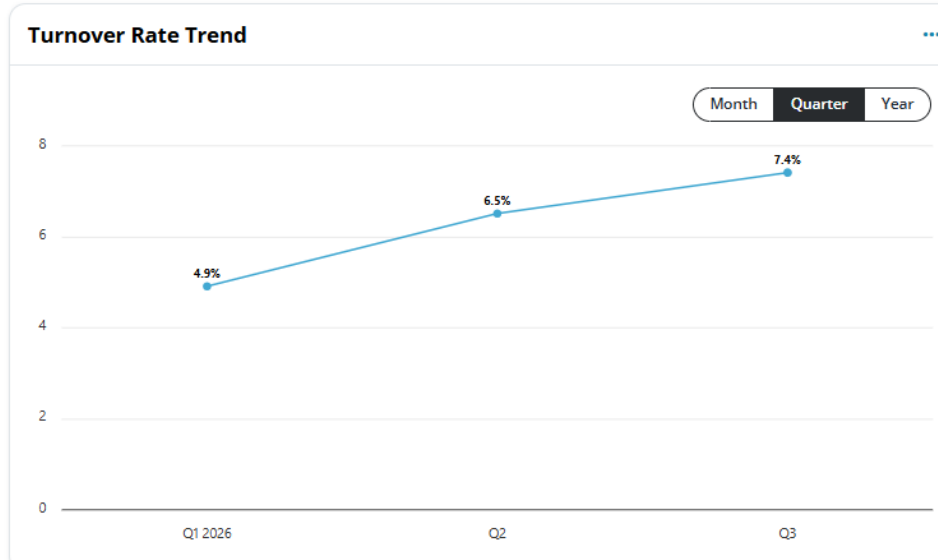


Workforce Metrics

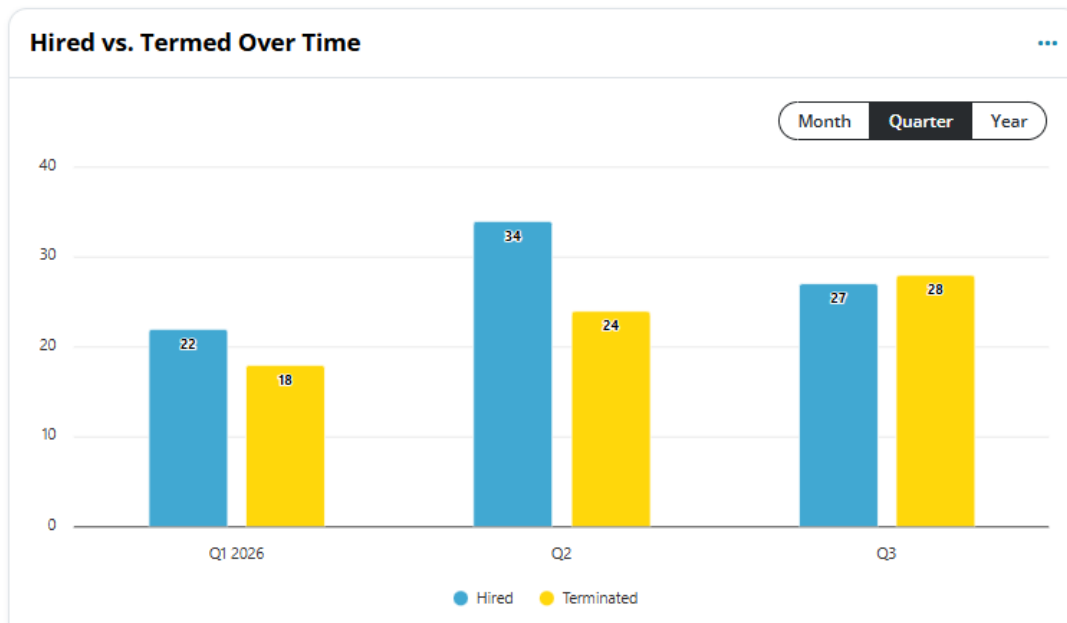
The workforce metrics include the turnover trend rate and also the newly hired employees and the terminated employees. The line chart includes the turnover rate trend of **7.4%**.

BURLEIGH COUNTY
HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR



The hired and termed over time employees report can be located in the bar chart by quarter below. The blue bars are the new hires, and the yellow bars are the terminations.

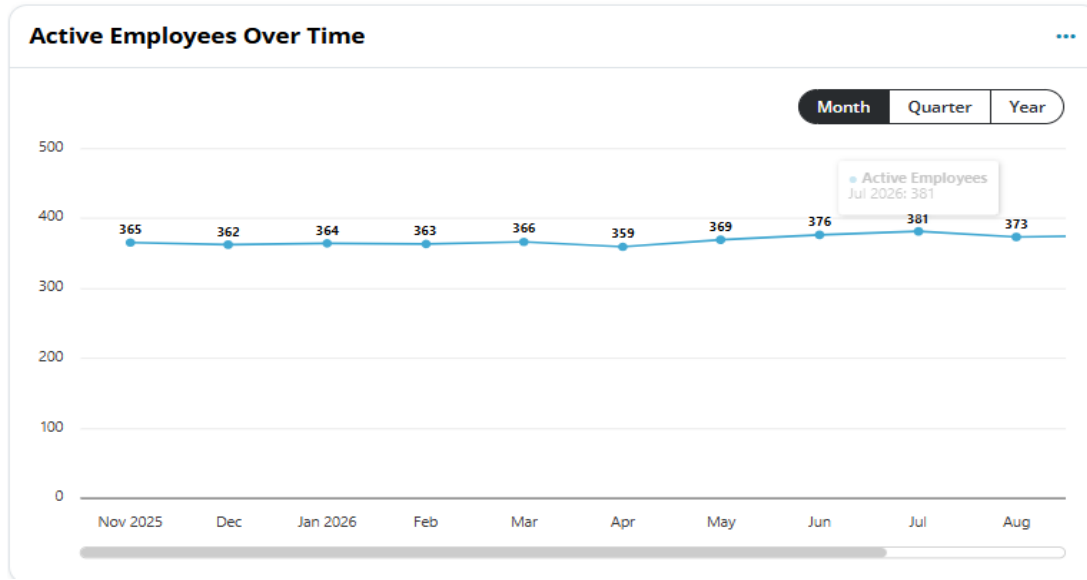


BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

The active employees over time is the total monthly employee headcount. From January to August, 2026 the headcount went from **365** to **373** as shown in the line chart below:



Risks, Issues, or Concerns

At this time the main concern the human resources department has is the lack of quality applicants for our open positions and having potential new employees either decline our employment offer or resign less than a month after their start date. We have had eleven (11) candidates decline our job offers and two (2) employees were “no shows” on their first day of work. This was mainly due to Burleigh County not being able to meet their salary expectations. As Burleigh County has a Pay Grade and Pay Step Compensation Program and not a Merit Pay Program this could continue to be a concern in some positions well into the future. However, there were a couple of candidates that wanted to work remotely full-time, and the position did not allow for this type of work.

Upcoming Priorities / Next Steps

- Continue the recruitment efforts to obtain quality employees for Burleigh County.
- Research different programs that would help Burleigh County retain our tenured employees.
- Form a Compensation Committee and start the revision process for the Burleigh County Compensation Philosophy.

Section 1: Source Document is the BCBSND Financial Report									
	01/01/2019 - 12/31/2019	01/01/2020 - 12/31/2020	01/01/2021 - 12/31/2021	01/01/2022 - 12/31/2022	01/01/2023 - 12/31/2023	01/01/2024 - 12/31/2024	01/01/2025 - 12/31/2025	01/01/2026 - 06/31/2026	
Total Average Subscribers	289	292	305	302	302	316	317	317	317
Total Average Members	819	830	858	838	833	864	851	841	841
Rx Payments	\$ 3,498,895.34	\$ 3,675,060.66	\$ 4,453,494.41	\$ 4,458,712.00	\$ 4,096,405.00	\$ 4,800,530.00	\$ 4,638,172.00	\$ 2,811,209.00	\$ 2,811,209.00
Health Payments	\$ 797,373.25	\$ 1,096,655.89	\$ 1,489,105.17	\$ 1,344,965.00	\$ 1,461,690.00	\$ 1,756,374.00	\$ 3,190,941.00	\$ 1,951,588.00	\$ 1,951,588.00
Blue Alliance Care Management	\$ 1,249.07	\$ 25,428.19	\$ 28,159.10	\$ 23,448.00	\$ 2,292.00	\$ -	\$ -	\$ -	\$ -
Blue Alliance Shared Savings	\$ 19,744.20	\$ 102,833.84	\$ 55,079.65	\$ 74,830.00	\$ -	\$ -	\$ -	\$ -	\$ -
Total Group Paid	\$ 4,317,261.86	\$ 4,899,978.58	\$ 6,025,839.33	\$ 5,901,455.00	\$ 5,560,387.00	\$ 6,556,904.00	\$ 7,829,113.00	\$ 4,762,797.00	\$ 4,762,797.00
Stop Loss Credits	\$ (926,416.15)	\$ (1,364,824.44)	\$ (1,951,838.47)	\$ (2,003,334.00)	\$ (1,097,530.00)	\$ (1,473,029.00)	\$ (2,244,603.00)	\$ (976,879.00)	\$ (976,879.00)
Adjusted Group Liability	\$ 3,390,845.71	\$ 3,535,154.14	\$ 4,074,000.86	\$ 3,898,121.00	\$ 4,462,857.00	\$ 5,083,875.00	\$ 5,584,510.00	\$ 3,785,918.00	\$ 3,785,918.00
Rx Pharmacy Rebates	\$ (83,440.53)	\$ (281,065.91)	\$ (376,460.34)	\$ (304,781.49)	\$ (341,271.41)	\$ (379,459.93)	\$ (325,688.97)	\$ -	\$ -
Healthy Blue Rewards	\$ (20,851.75)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Group Liability-Rx Rebates	\$ 3,286,553.43	\$ 3,254,088.23	\$ 3,697,540.52	\$ 3,593,339.51	\$ 4,121,585.59	\$ 4,704,415.07	\$ 5,258,821.03	\$ 3,785,918.00	\$ 3,785,918.00
Percentage Change		-1%	14%	-3%	15%	14%	12%	-28%	-28%
Section 2: Source Document is the Weekly BCBSND Health Insurance Plan Claims Invoices and Tax Statements.									
Stop Loss Premium Totals	\$ 875,931.54	\$ 1,055,283.93	\$ 1,400,979.40	\$ 1,778,812.00	\$ 1,907,566.00	\$ 2,244,856.00	\$ 2,232,027.00	\$ 1,926,492.00	\$ 1,926,492.00
BCBS ND Administrative Fees	\$ 173,500.00	\$ 175,450.00	\$ 193,813.34	\$ 199,813.00	\$ 207,854.00	\$ 226,614.00	\$ 242,174.00	\$ 170,386.00	\$ 170,386.00
Blue Card Administrative Fees	\$ 1,042.00	\$ 1,679.00	\$ 1,735.00	\$ 1,938.00	\$ 1,576.00	\$ 2,256.00	\$ 2,165.00	\$ 1,006.00	\$ 1,006.00
PQORI Fees	\$ -	\$ 2,077.72	\$ 2,210.46	\$ 2,393.82	\$ 2,514.00	\$ 2,689.00	\$ 2,995.77	\$ 3,262.08	\$ 3,262.08
Total Plan Premiums and Fees	\$ 1,050,473.54	\$ 1,234,490.65	\$ 1,598,738.20	\$ 1,982,656.82	\$ 2,119,510.00	\$ 2,476,415.00	\$ 2,479,361.77	\$ 2,101,146.08	\$ 2,101,146.08
Percentage Change		18%	30%	24%	7%	17%	0%	-15%	-15%
TOTAL PLAN COSTS	\$ 4,337,026.97	\$ 4,488,578.88	\$ 5,296,278.72	\$ 5,575,996.33	\$ 6,241,095.59	\$ 7,180,830.07	\$ 7,738,182.80	\$ 5,887,064.08	\$ 5,887,064.08
		3%	18%	5%	12%	15%	8%	-24%	-24%
Section 3: Source Document is the Infinite Visions Payroll Deductions Register Report									
Health Insurance Contributions:									
Employer	\$ 4,678,033.00	\$ 4,720,055.00	\$ 4,857,917.50	\$ 5,069,254.00	\$ 5,892,475.50	\$ 7,066,078.85	\$ 7,607,917.85	\$ 5,420,139.50	\$ 5,420,139.50
Employee	\$ 246,882.50	\$ 238,482.50	\$ 255,646.00	\$ 266,492.00	\$ 307,908.00	\$ 357,369.15	\$ 399,918.93	\$ 285,244.50	\$ 285,244.50
COBRA	\$ 22,334.19	\$ 27,008.00	\$ 28,883.00	\$ -	\$ 7,604.40	\$ 6,706.00	\$ -	\$ -	\$ -
Total Premiums Collected	\$ 4,947,189.69	\$ 4,985,545.50	\$ 5,142,446.50	\$ 5,335,746.00	\$ 6,207,987.90	\$ 7,430,154.00	\$ 8,007,836.78	\$ 5,705,384.00	\$ 5,705,384.00
		1%	3%	4%	16%	20%	8%	-29%	-29%
PROFIT/(LOSS)	\$ 610,162.72	\$ 496,966.62	\$ (153,832.22)	\$ (240,350.33)	\$ (33,107.69)	\$ 249,323.93	\$ 269,653.98	\$ (181,680.08)	\$ (181,680.08)
On-Going Plan Reserves	\$ 1,107,129.34	\$ 1,107,129.34	\$ 953,297.12	\$ 713,046.79	\$ 679,939.10	\$ 929,263.03	\$ 1,198,917.01	\$ 1,017,236.93	\$ 1,017,236.93
Burleigh County Reserves	\$ 3,200,000.00	\$ 3,200,000.00	\$ 2,700,000.00	\$ 2,200,000.00	\$ 1,700,000.00	\$ 1,700,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
							\$	\$	\$
							\$ 2,198,917.01	\$ 2,017,236.93	\$ 2,017,236.93
									Plan Reserves

ITEM

12



10/13/2026 06:12





10/13/2026 06:17