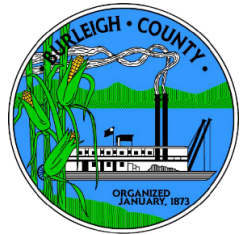




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix  
Unorganized Townships



## Burleigh County Commission Meeting Agenda

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

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

**June 16, 2025**

**5:00 PM**

*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 May 19, 2025, meeting minutes. *(Pg.4-5)*
5. Comm. Munson:
  - a. Steckel Boat ramp ADA upgrade request. *(Pg.6-8)*

### COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of June 2<sup>nd</sup> 2025 meeting minutes and bills. *(Pg.11-14)*
5. Consent Agenda:
  - a. Abatements. *(Pg.16-17)*
  - b. Special use permits.
  - c. Liquor License renewals. *(Pg.18-38)*
6. **PUBLIC HEARING** on resolution and plan for separating elective office of Burleigh County Auditor/Treasurer to elective office of Auditor and appointive office of Treasurer. *(Pg.41-70)*
7. County Engineer Hall:
  - a. Northridge Estates Subdivision. *(Pg.72-73)*
8. Commission continued items:

- a. Discuss the process for approving change orders.
  - b. Reimbursement Resolution for Provident Building Renovation. *(Pg.75-78)*
  - c. Burleigh County Commission Public Comment Policy.
- 9. Comm. Bakken:
  - a. Bismarck- Burleigh Public Health discussion.
- 10. Auditor/Treasurer Splonskowski:
  - a. NDACo Committees. *(Pg.80)*
- 11. Other Business.
- 12. Adjourn.

The next regularly scheduled Commission meeting will be on July 7<sup>th</sup>, 2025.

*Mark Splonskowski*  
Burleigh County Auditor/Treasurer

# COUNTY PARK BOARD

**BURLEIGH COUNTY PARK BOARD  
MEETING MINUTES  
MAY 19<sup>th</sup>, 2025**

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

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

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

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

Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Bakken to approve the April 7<sup>th</sup>, 2025 meeting minutes. Commissioners Bakken, Behm, Schwab, Hermon, Munson, and Chairman Bitner voted 'AYE'. Commissioner Woodcox voted 'NAY'. ***Motion carried.***

Bismarck Parks & Recreation Director Dave Mayer discussed the dredging quotes received earlier this Spring. One quote for dredging was for Kimball Bottoms at \$6,00 and for Kniefel at \$9,750. Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Behm to approve the acceptance of the low bid for each boat ramp for dredging. All member present voted 'AYE'. ***Motion carried.*** Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Bakken to approve Misty Waters to use the same contractor as the County for this project for their project. Commissioners Bakken, Hermon, Munson, Woodcox, Behm and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Director Mayer presented a request for a feasibility study for Kimball Bottoms. A notice had been received from the Army Core of Engineers requesting some movement regarding the erosion at Kimball Bottoms old parking lot and ramp area. Mayer said a quote for a feasibility study was received upon request from Houston Engineering on a solution and associated cost. Comm. Munson stated that funds for this project were not included in the budget for 2025, however, this was at least the second time the Army Core of Engineers has reached out to the County on this issue and that he would like to find the funds elsewhere so the feasibility study could commence. Comm. Munson said that the cost of the feasibility study would be \$34,800. Mayer stated that removing a portion of the old ramp could prevent yearly dredging of the new ramp. Discussion was had regarding possible grant opportunities with the North Dakota Department of Game & Fish and the Garrison Diversion. Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Woodcox to approve the feasibility study with Huston Engineering for \$34,800 with allowance to work with County Finance Director Leigh Jacobs on finding the funds in the County Park Board's budget. All members present voted 'AYE'. ***Motion carried.***

Director Mayer presented the ADA improvements planned for Steckel Boat Ramp in 2025 which are multiple accessible parking lot spaces, paved walkways, and ADA toilet facilities. He said the concrete work for the vault toilet is currently out for bids. Comm. Munson stated that this item was just informative at this time and that any bids received would be brought back to the Commission for approval.

Director Mayer presented a proposal for a Kneifel Boat Ramp consultant study. He said that with conversations heard of the Keelboat Boat Ramp closing at some point this summer, there have been requests



from the fishing community to add a second boat ramp at Kneifel. Houston Engineering was asked to provide a quote to prepare a feasibility study for the second boat ramp, adding an additional fish cleaning station, removing the campground for more parking, and adding a way for handicapped individuals to access watercraft. Discussion was had.

Meeting adjourned.

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Mark Splonskowski, Auditor/Treasurer

---

Brian Bitner, Chairman

DRAFT

Addenda item for June 16<sup>th</sup> County Park Board Meeting

Action Requested approve the purchased and installation of a new vault toilet at Steckel Boat Ramp.

Description: The bid that we received is acceptable and within our budget of the ADA upgrades for 2025. The only bid we received for the concrete work was rejected and we are rebidding the remaining part of that project.

The company that installs the vault toilet will install our unit at the same time as others in North Dakota and our bid takes that into consideration. If we wait, the cost will increase

Action needed: Approve the low bid for the Vault Toilet

Let's Play!

June 11, 2025

Burleigh County Commission  
221 N 5<sup>th</sup> St  
Bismarck, ND 58501

**RE:** Approval to Concrete Improvement Quotes

Bismarck Parks and Recreation District (BPRD) solicited sealed price quotes for the concrete improvement at Steckel Boat Landing. Knife River Corporation submitted the only quote in the amount of \$73,000. BPRD is recommending rejection of this submittal as it is above our threshold for quoting work. We do recommend that the project be requoted, and staff will work hard to attract additional interested contractors.

Regards,

*for B. Rahr Admin Asst.*

David Mayer  
Operations Director  
400 E. Front Ave.  
Bismarck, ND 58504  
701-222-6464 (phone)  
dmayer@bisparcs.org

*A nationally accredited park and recreation agency.*

#### Our Vision

Be the leader and premier provider of public parks, programs, facilities and leisure services.

#### Our Mission

Work with the community to provide residents and visitors the highest quality park, program, facility and event experience.

#### Core Purpose

Provide affordable, accessible, and sustainable public park and recreation services.

#### Our Values

Accountability	Diversity
Collaboration	Integrity
Community	Professionalism

June 10, 2025

Burleigh County Commission  
221 N 5<sup>th</sup> St  
Bismarck, ND 58501

**RE:** Approval to Accept Quotes

Bismarck Parks and Recreation District (BPRD) is requesting authorization to proceed with vault toilet improvements at Steckel Boat Landing.

BPRD solicited vendors for sealed priced quotes, and Boom Concrete is the low quote at \$15,064.00.

Vendor	Model	Cost
Boom Concrete, Inc	Clovermist Standard	\$15,064.00
Huffcut Concrete	Huffcutt – Teal	\$36,960.00

Regards,



David Mayer  
Operations Director  
400 E. Front Ave.  
Bismarck, ND 58504  
701-222-6464 (phone)  
dmayer@bisparks.org

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Collaboration	Integrity
Community	Professionalism

# COUNTY COMMISSION

# ITEM

## # 4

**BURLEIGH COUNTY COMMISSION  
MEETING MINUTES  
JUNE 2<sup>ND</sup>, 2025**

**3:30 PM**

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

Chairman Bitner called the Board of Equalization to order.

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

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

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

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

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

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

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

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

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

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

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

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

Meeting Adjourned.

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

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

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

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

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

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

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

County Finance Director Leigh Jacobs presented different funding options for the Provident Building remodel which were listed in the agenda packet. Jacobs stated that the three percent budget increase cap passed in North Dakota House Bill 1176 would effect the different funding options. One of the options presented was



to apply for the Bank of North Dakota Infrastructure Revolving Loan at two percent interest. Discussion was had. Motion by Comm. Schwab, 2<sup>nd</sup> by Comm. Bakken to direct the Finance Department to apply for the Bank of North Dakota Infrastructure Revolving Loan. All members present voted 'AYE'. **Motion carried.** Jacobs said that if the Commission wanted to issue tax exempt bonds, a reimbursement resolution would need to be completed per Internal Revenue Service rule. Motion by Comm. Bakken, 2<sup>nd</sup> by Comm. Munson to start the process for tax exempt bonds pending verification there is no penalty for starting and then stopping the process. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. Commissioner Woodcox voted 'NAY'. **Motion carried.** Jacobs discussed the three percent cap regarding budgeting and the one percent sales tax. Chair Bitner noted that this item is to be kept on the agenda for the next regularly scheduled Commission meeting.

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

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

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

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

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

In other business:

- Comm. Schwab said that the barriers were moved again at the bridge located 4.2 miles south of Highway 10 on 236<sup>th</sup> Street SE. County Engineer Marcus Hall stated that the County was going to be putting concrete barriers up to keep the public from accessing the unsafe bridge until its repaired.

- Comm. Woodcox stated that the Lewis & Clark walking path northwest of Bismarck had vehicles driving on it and suggested a gate be placed across it. Engineer Hall said he would look into it and provide more information at a later date.
- Comm. Bakken brought up a discussion on the Extra Territorial Area (ETA) that was brought up by the City of Bismarck Commission. He suggested that a joint meeting be held between all members of the County Commission and the City Commission to discuss the ETA with public input. Chair Bitner suggested possibly holding a special meeting with both Commissions before a meeting with public comment is allowed. Discussion was had. Chair Bitner stated an invitation to meet should be extended to the City Commission.
- Comm. Schwab referenced an incident in Kansas where people are pumping manure into the ground and wanted to make the Commission aware.

Meeting Adjourned.

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Mark Splonskowski,  
County Auditor/Treasurer

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Brian Bitner,  
Chairman

# ITEM

## # 5

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

Abate #	Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
25-412	Linda Strandemo	2023	Lot 19, Block 5, North Hills 3rd	50% Homestead Credit	\$344,900	\$244,900
			Unit 1 & garage 1 (bldg 880) San Angelo Dr			
			Condo Complex Assoc, Lots 3-5, Block 2,			
25-413	Arnold Kosobud	2024	Cottonwood Lake 5th	50% Homestead Credit	\$203,800	\$103,800
			Tract B & undiv int in Lot 31 common area			
			Knollwood Condo Central Assoc Unit 5,			
25-414	Jean Olson	2023	Block 1, Replat North Hills 4th	50% Homestead Credit	\$237,500	\$137,500
			Tract B & undiv int in Lot 31 common area			
			Knollwood Condo Central Assoc Unit 5,			
25-415	Jean Olson	2024	Block 1, Replat North Hills 4th	100% Homestead Credit	\$235,400	\$35,400
25-416	Michael John Nagel	2023	Lot 2, Block 4, Marian Park 2nd	100% Homestead Credit	\$208,500	\$8,500
			Unit 11 & garage 9, Bldg 2705 Gateway			
			Plaza Condos, Tract 2705A of part of lot 1,			
25-417	Bernice Nagel	2023	Block 2, Gateway Commons	100% Homestead Credit	\$124,500	\$0
			Unit 2 of bldg 2 Sleepy Hollow Heights 3rd			
	Thomas & Maryann		Addn Condo V, Lots 6-7, Block 1, Sleepy			
25-418	Baumgartner	2023	Hollow Heights 3rd	100% Homestead Credit	\$311,100	\$111,100
			Unit 2 of bldg 2 Sleepy Hollow Heights 3rd			
	Thomas & Maryann		Addn Condo V, Lots 6-7, Block 1, Sleepy			
25-419	Baumgartner	2024	Hollow Heights 3rd	100% Homestead Credit	\$328,700	\$128,700
			Unit 3 & garage unit 3, 3554 N 19th St			
			Condo Assoc, Lot 4, Block 1, Pebble Creek			
25-420	Doyle & Betty Randal	2023	9th	100% Homestead Credit	\$214,100	\$14,100
			Unit 3 & garage unit 3, 3554 N 19th St			
			Condo Assoc, Lot 4, Block 1, Pebble Creek			
25-421	Doyle & Betty Randal	2024	9th	100% Homestead Credit	\$231,100	\$31,100
			Aud Lot F of part of Lot 5 Blk 2 North Hills			
			3rd & part of Lot 7 Blk 1 North Hills 7th,			
25-422	Margie Ferderer	2024	Block 2, North Hills 3rd	50% Homestead Credit	\$254,900	\$154,900

25-423	Angela Heck	2023	Lot 9, Block 6, Falconer Estates	Lowered to 1,000 per acre due to the property in floodway	\$40,100	\$1,900
25-424	Angela Heck	2024	Lot 9, Block 6, Falconer Estates	Lowered to 1,000 per acre due to the property in floodway	\$40,100	\$1,900

25-011

# APPLICATION FOR LIQUOR LICENSE

Name of Applicant Capital City Gun Club, Inc dba Bullets & More Classification of License B2

Primary Contact [REDACTED] Phone [REDACTED]

Address [REDACTED] Date of Birth/Incorporation 2/20/1967

Is this a renewal of liquor license? Yes X No       

If yes, give date of original application June 1987

Check one of the following to indicate who is applying for the license:

- X 1. A physical resident and citizen of the State of North Dakota; or
2. A domestic private corporation organized under the laws of the State of North Dakota with primary place of business in Burleigh County; or
3. A co-partnership, all members of which are over 21 years of age and residents and citizens of North Dakota.

Answer the number below (1, 2 or 3) which corresponds to the number checked above:

1. Name of applicant       

Residence       

Post Office Address       

2. List name, residence and post office address of all holding one or more percent of capital stock in Domestic, Private Corporation:

Name	Residence	P.O. Address	Percent
N/A Organized as nonprofit corporation under NCCC ch 10-33			
List of Directors and officers attached			

3. List name, residence and post office address of all co-partners:

Name	Residence	P.O. Address	Percent
------	-----------	--------------	---------

4. List the name and residence of anyone having a financial interest in the proposed enterprise:

Name

Residence

P. O. Address

N/A - Organized as a Nonprofit Corporation under NDCC ch 10-33

Date and type of any prior or present liquor business:

Class B2 (previously listed as B2-S) beer on and off sale license for 6 months (April 1 to Sept 30)

Exact legal description of proposed enterprise:

24-140-80-00-34-611

Does building meet all state and local sanitation and safety requirements? Yes ☒ No ☐

Have you ever had a liquor license revoked or rejected by any authority? Yes ☐ No ☒

If yes, give date and details:

Have you ever been convicted of the violation of any local, state or Federal law regarding liquor:

Yes ☐ No ☒

If yes, give date and details:

Have you ever been charged with or convicted of any crime in this state (do not include minor traffic violations), or any other state, or under any Federal Law? Yes ☐ No ☒

If yes, give date and details:

List three business references, including one bank, and state briefly the nature and extent of business relations with each:

1. BNC National Bank - Club's Bank
2. Flash Printing - Print programs, flyers, etc...
3. Double H Gun Shop - Supplies

The following two items shall accompany this application:

1. The receipt from the County Treasurer indicating that the prescribed fee for the license has been deposited with the County Treasurer.
2. A statement from the County Treasurer indicating that all property taxes and special assessments of the applicant(s) have been paid.

I hereby agree and consent that authorized officers or representatives of the County may enter the premises licensed at any time to inspect the same and records of the business, and hereby waive any and all rights under the Constitution of the United States or State of North Dakota, relative to searches and seizures without issuance or use of a search warrant, and agree that I will not claim such immunities, and that such search, inspection and seizure may be made at any time without a warrant.

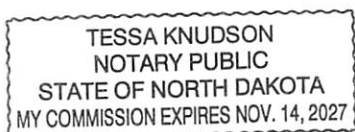
I also agree that should any of the information contained in this application change within the period of the license, if granted, that I will inform County officials immediately and furnish such details as may be requested by such officials concerning any such changes. I also agree that, should there be a change in ownership during the period of the license, prior approval of the Board of County Commissioners is required.

I further agree that any misrepresentation, false statement or omission in this application shall be grounds for rejection of said application or for revocation or suspension of any license granted.



Signature of Applicant

Subscribed and sworn to before me this 28<sup>th</sup> day of May, 2025



Tessa Knudson  
Notary Public



Recommend application be approved \_\_\_\_\_ denied \_\_\_\_\_

Reasons for negative recommendation  
\_\_\_\_\_  
\_\_\_\_\_

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



## Board Directory.xlsx : Sheet2

**CAPITAL CITY GUN CLUB  
BOARD OF DIRECTORS  
Feb-25**

NAME	TITLE	TELEPHONE	ADDRESS	E-MAIL
			Bismarck, ND 58501	
			Mandan, ND 58554	
			Bismarck, ND 58503	
			Bismarck, ND 58504	
			Sterling, ND 58572	
			Bismarck, ND 58504	
			Bismarck, ND 58501	
			Mandan, ND 58554	
			Bismarck, ND 58503	
			Bismarck, ND 58503	
			Bismarck, ND 58503	
			Bismarck, ND 58503	
			Bismarck, ND 58503	
			Bismarck, ND 58503	
			Washburn, ND 58577	

## APPLICATION FOR LIQUOR LICENSE

Name of Applicant  Misty Waters Marina  Classification of License  D Primary Contact  [REDACTED]  Phone  [REDACTED] Address  5800 BURNT CREEK LOOP  Date of Birth/Incorporation  9/1999 Is this a renewal of liquor license? Yes  X  No  If yes, give date of original application  2007 

Check one of the following to indicate who is applying for the license:

1. A physical resident and citizen of the State of North Dakota; or
- X  2. A domestic private corporation organized under the laws of the State of North Dakota with primary place of business in Burleigh County; or
3. A co-partnership, all members of which are over 21 years of age and residents and citizens of North Dakota.

Answer the number below (1, 2 or 3) which corresponds to the number checked above:

1. Name of applicant  Residence  Post Office Address  

2. List name, residence and post office address of all holding one or more percent of capital stock in Domestic, Private Corporation:

Name	Residence	P.O. Address	Percent
<u> [REDACTED] </u>	<u> [REDACTED] </u>	<u> [REDACTED] </u>	<u> 91.25 </u>
<u> [REDACTED] </u>	<u> BISMARCK, ND 58503 </u>	<u> [REDACTED] </u>	<u> 8.75 </u>
	<u> BISMARCK ND 58504 </u>		

3. List name, residence and post office address of all co-partners:

Name	Residence	P.O. Address	Percent
------	-----------	--------------	---------

4. List the name and residence of anyone having a financial interest in the proposed enterprise:

Name

Residence

P. O. Address

Date and type of any prior or present liquor business:

Exact legal description of proposed enterprise: MISTY WATER TOWN: 139 RINGBI BLK: 01  
MISTY WATERS BLOCK 01 LOT 2

Does building meet all state and local sanitation and safety requirements? Yes X No       

Have you ever had a liquor license revoked or rejected by any authority? Yes        No X

If yes, give date and details:

Have you ever been convicted of the violation of any local, state or Federal law regarding liquor:

Yes        No X

If yes, give date and details:

Have you ever been charged with or convicted of any crime in this state (do not include minor traffic violations), or any other state, or under any Federal Law? Yes        No X

If yes, give date and details:

List three business references, including one bank, and state briefly the nature and extent of business relations with each:

1. SECURITY FIRST BANK - BANKING
2. KRAMER AGENCY - INSURANCE CO.
3. FARSTAD OIL - FUEL SUPPLIER

The following two items shall accompany this application:

1. The receipt from the County Treasurer indicating that the prescribed fee for the license has been deposited with the County Treasurer.
2. A statement from the County Treasurer indicating that all property taxes and special assessments of the applicant(s) have been paid.

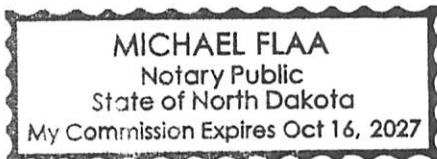
I hereby agree and consent that authorized officers or representatives of the County may enter the premises licensed at any time to inspect the same and records of the business, and hereby waive any and all rights under the Constitution of the United States or State of North Dakota, relative to searches and seizures without issuance or use of a search warrant, and agree that I will not claim such immunities, and that such search, inspection and seizure may be made at any time without a warrant.

I also agree that should any of the information contained in this application change within the period of the license, if granted, that I will inform County officials immediately and furnish such details as may be requested by such officials concerning any such changes. I also agree that, should there be a change in ownership during the period of the license, prior approval of the Board of County Commissioners is required.

I further agree that any misrepresentation, false statement or omission in this application shall be grounds for rejection of said application or for revocation or suspension of any license granted.

Gray Van Beek  
Signature of Applicant

Subscribed and sworn to before me this 24<sup>TH</sup> day of APRIL, 2025



Michael Flaa  
Notary Public

Recommend application be approved \_\_\_\_\_ denied \_\_\_\_\_

Reasons for negative recommendation  
\_\_\_\_\_  
\_\_\_\_\_

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

APPLICATION FOR LIQUOR LICENSE  
TOWNSHIP BOARD APPROVAL

To: Burleigh County Auditor

We, the Township Board of Hay Creek Township approve the  
(Name of Township)

application for a Type D Retail Liquor License for

Misty Waters Marina LLC  
(Name of Establishment)

5800 Burnt Creek Loop, Bismarck, ND 58503  
(Address of Establishment)

owned by River City Sports 3751 East Rosser Ave. Bismarck ND 58501  
(Licensee) (Address)

Mary L. Rennick  
Chairman  
Jay Hawley  
Member  
Heunick  
Member

ATTEST

[Signature]  
(Township Clerk)

5-7-2025  
(Date)

# APPLICATION FOR LIQUOR LICENSE

Name of Applicant Hawktree, Inc. Classification of License Type D

Primary Contact                      Phone                     

**Address** 3400 Burnt Creek Loop, Bismarck, ND 58503 **Date of Birth/Incorporation** 9/5/1996

Is this a renewal of liquor license? Yes   x   No           

If yes, give date of original application 7/20/1997

**Check one of the following to indicate who is applying for the license:**

- \_\_\_\_\_ 1. A physical resident and citizen of the State of North Dakota; or
- X   2. A domestic private corporation organized under the laws of the State of North Dakota with primary place of business in Burleigh County; or
- \_\_\_\_\_ 3. A co-partnership, all members of which are over 21 years of age and residents and citizens of North Dakota.

**Answer the number below (1, 2 or 3) which corresponds to the number checked above:**

1. Name of applicant \_\_\_\_\_

Residence \_\_\_\_\_

Post Office Address \_\_\_\_\_

2. List name, residence and post office address of all holding one or more percent of capital stock in Domestic, Private Corporation:

Name	Residence	P.O. Address	Percent
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**see attached list**

**3. List name, residence and post office address of all co-partners:**

Name	Residence	P.O. Address	Percent
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4. List the name and residence of anyone having a financial interest in the proposed enterprise:

Name	Residence	P. O. Address
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see attached list

Date and type of any prior or present liquor business:

Current type D license held 7/1/2024- 6/30/2025.

Exact legal description of proposed enterprise:

Addition Name: The Ridge at Hawktree; TWN:139; RNG:81; BLK:01; LOT 17 & 44; Burleigh Co.  
Addition Name: The Ridge at Hawktree; TWN:140; RNG:81; BLK:01; LOT 45; Burleigh Co.

Does building meet all state and local sanitation and safety requirements? Yes ☒ No ☐

Have you ever had a liquor license revoked or rejected by any authority? Yes ☐ No ☒

If yes, give date and details:

Have you ever been convicted of the violation of any local, state or Federal law regarding liquor:

Yes ☐ No ☒

If yes, give date and details:

Have you ever been charged with or convicted of any crime in this state (do not include minor traffic violations), or any other state, or under any Federal Law? Yes ☐ No ☒

If yes, give date and details:

List three business references, including one bank, and state briefly the nature and extent of business relations with each:

1. Bremer Bank - lender 701-258-8005
2. Acushnet Co. - vendor of golf merchandise 800-225-8500
3. Callaway - vendor of golf merchandise 760-931-1771



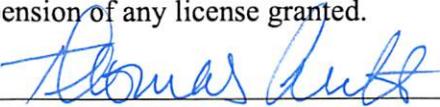
The following two items shall accompany this application:

1. The receipt from the County Treasurer indicating that the prescribed fee for the license has been deposited with the County Treasurer.
2. A statement from the County Treasurer indicating that all property taxes and special assessments of the applicant(s) have been paid.

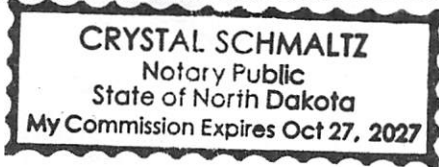
I hereby agree and consent that authorized officers or representatives of the County may enter the premises licensed at any time to inspect the same and records of the business, and hereby waive any and all rights under the Constitution of the United States or State of North Dakota, relative to searches and seizures without issuance or use of a search warrant, and agree that I will not claim such immunities, and that such search, inspection and seizure may be made at any time without a warrant.


I also agree that should any of the information contained in this application change within the period of the license, if granted, that I will inform County officials immediately and furnish such details as may be requested by such officials concerning any such changes. I also agree that, should there be a change in ownership during the period of the license, prior approval of the Board of County Commissioners is required.

I further agree that any misrepresentation, false statement or omission in this application shall be grounds for rejection of said application or for revocation or suspension of any license granted.

  
\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me this 29 day of May, 2025



  
\_\_\_\_\_  
Notary Public

Recommend application be approved \_\_\_\_\_ denied \_\_\_\_\_

Reasons for negative recommendation  
\_\_\_\_\_  
\_\_\_\_\_

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



**APPLICATION FOR LIQUOR LICENSE  
TOWNSHIP BOARD APPROVAL**

To: Burleigh County Auditor

We, the Township Board of Hay Creek approve the  
(Name of Township)

application for a Type D Retail Liquor License for

Hawktree Golf Club

(Name of Establishment)

owned by Hawktree, Inc.  
(Licensee)

3400 Burnt Creek Loop, Bismarck, ND 58503  
(Address)

Mary L. Rennick  
Chairman

Larry Hardy  
Member

[Signature]  
Member

ATTEST

[Signature] 5-7-2025  
(Township Clerk)

25-015

APPLICATION FOR SPECIAL PERMIT TO SELL ALCOHOLIC BEVERAGES  
AT A SPECIAL EVENT AT DESIGNATED PREMISES  
"SE"

Local Fee: \$25.00

Applicant (must have county license) 25-007

1. Name of Licensee Wendelina Krons

2. Name of Business FLASH'S PLACE

3. Mailing Address 1401 Hwy 8.3 NE

4. State Alcoholic Beverage License Number AA 2648 5. Local License Number(s) 25-007

6. Date(s) and Time of Special Event Wing Rodeo Friday July 11 1:00 PM to 1:00 AM July 12 1:00 PM to 1:00 AM

7. Describe Special Event Fully Beer Garden for Wing Rodeo

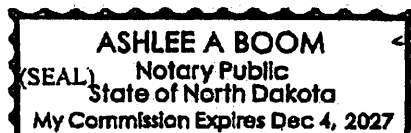
8. Indicate Premises to be Used on Reverse Side of this Application.

Dated this 10 day of June, 2025

Wendelina Krons  
(Licensee)

BY \_\_\_\_\_  
(Name and title if Corporate Officer or Manager)

Subscribed and sworn to before me this 10 day of June, 2025



Ashlee Boom

Recommendation ☒ Approved \_\_\_\_\_ Denied \_\_\_\_\_ If denied, reason for denial: \_\_\_\_\_

[Signature] 6/11/25  
(Burleigh County Sheriff) (Date)

PERMIT

The above named licensee is hereby authorized to sell alcoholic beverages in accordance with law and ordinances at the premises and on the date(s) set forth in this application, subject to such rules and regulations as have been established.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(County Auditor)

# DESCRIPTION OF PREMISES

1. Are premises located within the County of Burleigh? ☒ Yes ☐ No

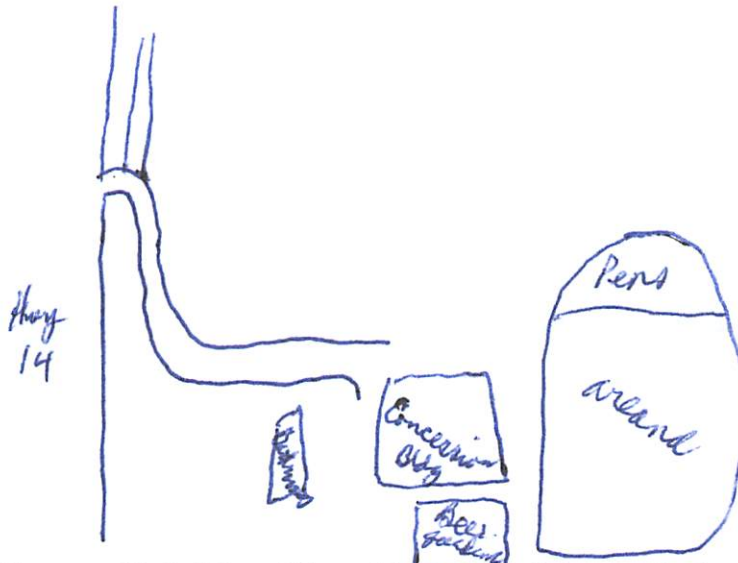
2. Address of premises:

45800 Hwy 14 Wing ND 58494  
(Street Address) (City) (Zip Code)

3. Name of building where event will be held: Wing Aired Ground

4. Do premises meet local and state requirements regarding sanitation and safety? ☒ Yes ☐ No

5. Draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers, and moveable partitions. If any area is enclosed by fences or the like, explain type and height.



6. What part of the building will be used for the alcoholic beverage business (sale of beverages and consumption of beverages sold)? ☒ All ☐ Less than all. If less than all, fully explain and clearly indicate on the floor plan (outline with a different color):

\_\_\_\_\_  
\_\_\_\_\_

APPLICATION FOR LIQUOR LICENSE  
TOWNSHIP BOARD APPROVAL

To: Burleigh County Auditor

We, the Township Board of Wing approve the  
(Name of Township)

application for a Type SE Retail Liquor License for

FLASH'S PLACE LLC  
(Name of Establishment)

owned by Wendelyn Kraws 1401 Hwy 83 NE Sterling ND 58572  
(Licensee) (Address)

Nolan Swenson  
Chairman

Larry Bergquist  
Member

Daniel Oswald  
Member

ATTEST

Ella Swenson  
(Township Clerk)

25-016  
Chesterons

### APPLICATION FOR LIQUOR LICENSE

Name of Applicant Compass ND, LLC Classification of License I  
Primary Contact Susan Hinsperger Phone 605-391-2308  
Address 7500 University Drive Date of Birth/Incorporation 08/17/2017

Is this a renewal of liquor license? Yes X No \_\_\_\_\_

If yes, give date of original application 10/13/2017

Check one of the following to indicate who is applying for the license:

- \_\_\_\_\_ 1. A physical resident and citizen of the State of North Dakota; or  
X 2. A domestic private corporation organized under the laws of the State of North Dakota  
with primary place of business in Burleigh County; or  
\_\_\_\_\_ 3. A co-partnership, all members of which are over 21 years of age and residents and citizens  
of North Dakota.

Answer the number below (1, 2 or 3) which corresponds to the number checked above:

1. Name of applicant N/A  
Residence \_\_\_\_\_  
Post Office Address \_\_\_\_\_

2. List name, residence and post office address of all holding one or more percent of capital stock in  
Domestic, Private Corporation:

Name	Residence	P.O. Address	Percent
------	-----------	--------------	---------

3. List name, residence and post office address of all co-partners:

Name	Residence	P.O. Address	Percent
------	-----------	--------------	---------

N/A

4. List the name and residence of anyone having a financial interest in the proposed enterprise:

Name

Residence

P. O. Address

N/A

Date and type of any prior or present liquor business:

Exact legal description of proposed enterprise:

Does building meet all state and local sanitation and safety requirements? Yes ☒ No ☐

Have you ever had a liquor license revoked or rejected by any authority? Yes ☐ No ☒  
If yes, give date and details:

Have you ever been convicted of the violation of any local, state or Federal law regarding liquor:  
Yes ☐ No ☒  
If yes, give date and details:

Have you ever been charged with or convicted of any crime in this state (do not include minor traffic violations), or any other state, or under any Federal Law? Yes ☐ No ☒  
If yes, give date and details:

List three business references, including one bank, and state briefly the nature and extent of business relations with each:

1. N/A

2.

3.

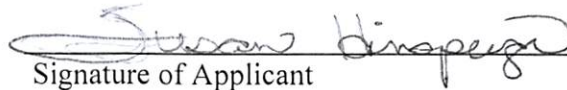
The following two items shall accompany this application:

1. The receipt from the County Treasurer indicating that the prescribed fee for the license has been deposited with the County Treasurer.
2. A statement from the County Treasurer indicating that all property taxes and special assessments of the applicant(s) have been paid.

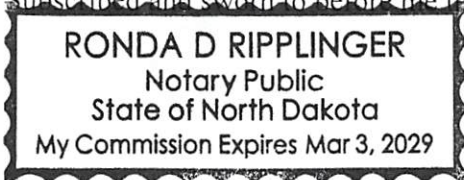
I hereby agree and consent that authorized officers or representatives of the County may enter the premises licensed at any time to inspect the same and records of the business, and hereby waive any and all rights under the Constitution of the United States or State of North Dakota, relative to searches and seizures without issuance or use of a search warrant, and agree that I will not claim such immunities, and that such search, inspection and seizure may be made at any time without a warrant.

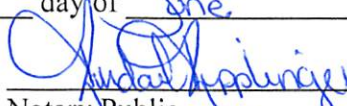
I also agree that should any of the information contained in this application change within the period of the license, if granted, that I will inform County officials immediately and furnish such details as may be requested by such officials concerning any such changes. I also agree that, should there be a change in ownership during the period of the license, prior approval of the Board of County Commissioners is required.

I further agree that any misrepresentation, false statement or omission in this application shall be grounds for rejection of said application or for revocation or suspension of any license granted.

  
\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me this 12<sup>th</sup> day of June, 2025



  
\_\_\_\_\_  
Notary Public

Recommend application be approved \_\_\_\_\_ denied \_\_\_\_\_

Reasons for negative recommendation  
\_\_\_\_\_  
\_\_\_\_\_

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





4. List the name and residence of anyone having a financial interest in the proposed enterprise:

Name

Residence

P. O. Address

N/A

Date and type of any prior or present liquor business:

Exact legal description of proposed enterprise:

Does building meet all state and local sanitation and safety requirements? Yes ☒ No ☐

Have you ever had a liquor license revoked or rejected by any authority? Yes ☐ No ☒

If yes, give date and details:

Have you ever been convicted of the violation of any local, state or Federal law regarding liquor:

Yes ☐ No ☒

If yes, give date and details:

Have you ever been charged with or convicted of any crime in this state (do not include minor traffic violations), or any other state, or under any Federal Law? Yes ☐ No ☒

If yes, give date and details:

List three business references, including one bank, and state briefly the nature and extent of business relations with each:

1.

2.

3.

N/A

The following two items shall accompany this application:

1. The receipt from the County Treasurer indicating that the prescribed fee for the license has been deposited with the County Treasurer.
2. A statement from the County Treasurer indicating that all property taxes and special assessments of the applicant(s) have been paid.

I hereby agree and consent that authorized officers or representatives of the County may enter the premises licensed at any time to inspect the same and records of the business, and hereby waive any and all rights under the Constitution of the United States or State of North Dakota, relative to searches and seizures without issuance or use of a search warrant, and agree that I will not claim such immunities, and that such search, inspection and seizure may be made at any time without a warrant.

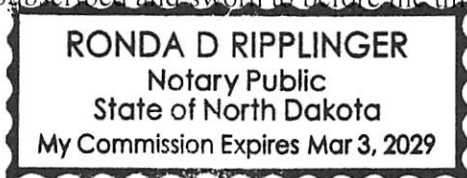
I also agree that should any of the information contained in this application change within the period of the license, if granted, that I will inform County officials immediately and furnish such details as may be requested by such officials concerning any such changes. I also agree that, should there be a change in ownership during the period of the license, prior approval of the Board of County Commissioners is required.

I further agree that any misrepresentation, false statement or omission in this application shall be grounds for rejection of said application or for revocation or suspension of any license granted.

Susan Himpel  
Signature of Applicant

Subscribed and sworn to before me this

12<sup>th</sup> day of June, 2025



Ronda D Ripplinger  
Notary Public

Recommend application be approved \_\_\_\_\_ denied \_\_\_\_\_

Reasons for negative recommendation  
\_\_\_\_\_  
\_\_\_\_\_

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

# ITEM

# # 6

# PUBLIC HEARING

**PRELIMINARY RESOLUTION** on Separating the Elective Office of Burleigh County Auditor / Treasurer to Elective Office of Auditor and Appointive Office of Treasurer, Office of County Administrator, and Office of Tax Equalization

Whereas the elective offices of Burleigh County Auditor and Burleigh County Treasurer have been combined into one elective office and also consolidated the office of Tax Equalization with the office of County Auditor effective May 5, 2003;

Whereas the County Auditor / Treasurer's primary duties are chief financial officer, elections officer, secretary to the County Commission, keeping track of all property taxes, and to act as the accountant, financial manager, and investor for the county;

Whereas pursuant to N.D.C.C. § 11-10-04, the qualification for an elected County Auditor or County Treasurer is the candidate must be a qualified elector in the county, which is at least eighteen years old and a resident of the county;

Whereas the Board of County Commissioners believes that more qualifications are necessary for an individual to be the chief financial officer of the County;

Whereas the Home Rule Charter for Burleigh County as passed on June 11, 2024, Article III sec. 3 allows the Board of County Commissioners to follow state law separating an elective county office into two or more elective or appointive offices and North Dakota Century Code § 11-09.1-05(6) allows the Board of County Commissioners to eliminate or combine county offices pursuant to N.D.C.C. ch. 11-10.2.

Whereas pursuant to N.D.C.C. § 11-10.2-01(1)(b), the Board of County Commissioners may separate an elective county office into two or more elective or appointive offices; now, therefore, be it

*Resolved*, that effective April 1, 2027 and in accordance with the details of the following plan, the office of Burleigh County Auditor / Treasurer be separated into offices of Auditor and Treasurer, and the County Commission, may, if deemed necessary and appropriate, add the office of County Administrator at any time thereafter;

*Resolved*, that effective April 1, 2027, the positions of Treasurer and County Administrator, if authorized, shall be hired positions with minimum qualifications as recommended by Human Resources Director and approved by the County Commission;

*Resolved*, that effective April 1, 2027, the office of Tax Equalization shall have separate staff from the Auditor, Treasurer, and County Administrator offices;

*Resolved*, that a copy of this preliminary resolution and accompanying plan shall be filed in the Office of the County Auditor / Treasurer and shall be published once each week for two consecutive weeks , with public hearings scheduled thereafter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest: \_\_\_\_\_  
Mark Splonskowski  
Burleigh County Auditor / Treasurer

\_\_\_\_\_  
Brian Bitner, Chair  
Burleigh County Commission

**PLAN to Separate the Elective Office of Burleigh County Auditor / Treasurer to Elective Office of Auditor and Appointive Offices of Treasurer, Office of County Manager or Administrator, and Office of Tax Equalization**

The combined offices of Burleigh County Auditor / Treasurer and Office of Tax Equalization will be separated effective April 1, 2027. The purpose of the separation is to retain an elected auditor and to ensure that a treasurer is hired who has the necessary qualifications to collect, disburse, and invest the county's funds. The separation will promote checks and balances and will involve the following changes:

1. The Office of County Auditor will be separated from the Office of County Treasurer. The non-financial statutory duties of the County Auditor shall be retained by the Auditor.
2. The Office of Treasurer shall be assigned all statutory duties of the Treasurer and all remaining financial duties of the Auditor, including primary management for all banking and cash management operations, investments, collecting, receipting, and disbursing county funds.
3. The Office of County Administrator may be created and filled by the County Commission if and when deemed necessary by the County Commission.
4. The Office of County Tax Equalization shall be separated from that of the County Auditor and County Treasurer.

The County Auditor will be directly responsible for the management of the County Auditor's office and the County Commission will continue to provide the necessary staff, office space, and equipment necessary to perform the functions required of the County Auditor's office.

The County Treasurer will be directly responsible for the management of the County Treasurer's office and the County Commission will provide the necessary staff, office space, and equipment necessary to perform the functions required of the County Auditor's office.

The County Administrator will be directly responsible for coordinating or overseeing day-to-day activities of the county pursuant to the direction of the County Commission and the County Commission will provide the necessary staff, office space, and equipment necessary to perform the functions required of the County Administrator's office.

Additional staff of a Treasurer and a County Administrator, as deemed necessary, may be added. As current staff are assigned the current job duties related to the duties of the county auditor and treasurer, staffing for the offices will remain the same, however, staff may be reassigned to office of auditor, treasurer, or tax equalization to ensure all job duties of each office are accomplished with maximum efficiency.

The staff needed for daily operations for each department is:

Office of the County Auditor – County Auditor, Executive Assistant/Elections Coordinator, Administrative Assistant

Office of the County Treasurer – County Treasurer, Deputy Treasurer, Accountant I or II, Accounting Technician, Administrative Assistant

Office of Tax Equalization – Tax Equalization Director, Senior Appraiser, Appraiser I or II (2)

## Office of County Administrator – County Administrator

Additional staff needed for elections management every two years is as needed. As the offices of Auditor / Treasurer and Tax Equalization would be separated, those staff in the Treasurer and Tax Equalization offices would no longer be required to assist in elections duties. Therefore, other staff in other departments can assist as available, but there would be an increase in the number of temporary election workers needed every two years.

DRAFT

States Attorney Lawyer,

The Burleigh County Auditor/Treasurer office currently consists of 7 members. Myself, my Deputy Auditor/Treasurer, Executive assistant/Elections Coordinator, Accountant I, Accounting technician, Admin assistant-accounts receivable and Admin assistant-real estate.


It is difficult to give you an estimate for the needs of the office since the duties have not been more clearly defined. However, I will do my best to give you an estimate based on the comments I have heard.

If the office were to be split, depending upon the duties associated with each division. The Treasurers office would require an admin assistant, accounts receivable, accounts payable and at least an Accountant I and II along with the Treasurer.

The Auditor's office would require at a minimum the Auditor and three supporting staff. An Executive assistant/elections coordinator, an administrative assistant, and an accountant. If the Treasurer's office and Tax Equalization office were no longer to be part of the election process, we would also have to substantially increase the salary and election worker budget for election years. My estimation would be a 400% increase to the election's salary budget and a 30-50% increase to the election worker budget line items.

I have included the job descriptions for each of the member so the office for their duties.



	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description Number:</b> 01-41410-016</p>
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**Employee:** \_\_\_\_\_

**Job Title:** Auditor/Treasurer/Tax

**Job Status:** Elected

**Salary Grade:** 16

**Location:** Bismarck

**Department:** Auditor/Treasurer/Tax  
Equalization

**Reports to:** Electorate

**DBM Rating:** D63


**Job Summary:** As a duly elected official, is responsible for duties as Auditor and Treasurer outlined in North Dakota Century Code, Chapter 11-13 and 11-14, and oversee duties of the Tax Equalization division outlined in N.D.C.C., Chapter 11-10, and provide complete, concise, accurate, and timely information and comprehensive services to the citizens of Burleigh County as requested, and to provide information and support services to elected officials and staff so they may perform their identified duties and responsibilities.

**Responsibilities:**

- |                  |   |
|------------------|---|
| <u>40</u> % time | 1. Responsible for the management of the offices of Auditor, Treasurer and Tax Equalization.  |
| <u>30</u> % time | 2. Act as Chief Financial Officer, in cooperation with the County Finance Director, responsible for providing accurate financial information and comprehensive services to Elected Officials, County staff, and the public. |
| <u>10</u> % time | 3. Responsible for serving as Chief Election officer for the County, managing all aspects of an election, to make out and deliver notices of general and special elections.   |
| <u>10</u> % time | 4. Responsible for managing meetings and coordinating with other agencies, act as clerk of the Board of County Commissioners and keep an accurate record of official proceedings of the Board.                              |
| <u>10</u> % time | 5. Preserve and keep all documents, books, records, maps, and other papers necessary to transact County Business.   |

**Essential Job Duties:**

1. Perform all responsibilities of Auditor and Treasurer outlined in North Dakota Century Code Chapters 11-13 and 11-14 and oversee certain responsibilities of the Tax Equalization office in accordance with North Dakota Century code, Chapter 11-10.
2. Act as clerk of the Board of County Commissioners and keep an accurate record of the official proceedings of the board.
3. Act as Chief Financial Officer for the County and in cooperation with the Finance Director, and Deputy Finance Director, keep complete and detailed records of all financial transactions, and prepare the annual financial statement of the County.
4. File and preserve all accounts, documents, books, records, maps, vouchers, and other papers pertaining to the settlement of all accounts to which the County is a party, and such copies under the hand and seal of the Auditor shall be admitted as evidence in all courts in the state.
5. As Chief Election Officer for the County, perform all acts required of the auditor relative to the making out and delivering of notices of general and special elections, making abstracts of and canvassing votes cast at election, issues certificates of election and forward the abstracts of and canvassing votes cast as election, issue certificates of election and forward the abstract of votes cast to the Secretary of State.
6. Prepare operating budget for combined department, and annual budget for the county, including calculation of tax mill levies, and prepare assessment list/abstract and tax abstract.

	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p align="center"><b>Last Date Revised:</b> 04/17/2023</p> <p align="center"><b>Job Description Number:</b> 01-41410-016</p>
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7. Manage the combined offices of Auditor/Treasurer/Tax and hire, train, supervise, and evaluate the performance of Deputy Auditor/Treasurer, Executive Assistant – Elections Coordinator, and Deputy Auditor/Tax Equalization Director. And in conjunction with the Finance Director, the Deputy Finance Director.
8. Act as advisor for other County governing boards such as County Planning Commission, County Board of Health, Water Management Board, Weed Control Board, Park Board, Special Assessment Commission, etc., and keep the community informed of the direction of the County by communicating with the media, community officials, and the general public.
9. Act as the custodian for the unorganized township records.
10. Perform other duties as required or assigned.

**Job Qualifications, Experience and Education**

1. Must be duly elected by the citizens of Burleigh County. Bachelor's or Master's Degree in Public Administration, Business Administration or Accounting would be beneficial.

**Working Conditions/ Physical and Mental Demands**


1. Physical environment consists of a desk job in the standard environment. Will include physical motions of finger dexterity for frequent use of PC keyboard and monitor, sitting and standing motions.
2. Often works in high-stress situations. Often works irregular schedules. Must be able to work through stressful times with high customer counts.

**Clarification Clause:**

This is an elected position and as such, is subject to election rules. This position is subject to the North Dakota Century Code, Chapter 11-13 and 11-14 rules and regulations. This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in performing the duties related to the Auditor/Treasurer/Tax position. The job description is not a contract. The County reserves the right to change the job description as long as it follows N.D.C.C. 11-13 and 11-14.

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

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

	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 12/18/2024</p> <p><b>Job Description #</b> 02-41410-533</p>
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**Employee:** \_\_\_\_\_  
**Job Title:** Deputy Auditor/Treasurer  
**Job Status:** Exempt  
**Salary Grade:** 12

**Location:** Bismarck  
**Department:** Auditor/Treasurer/Tax  
**Reports to:** Auditor/Treasurer  
**DBM Rating:** C44/C51

**Job Summary:** Under the supervision of the Auditor/Treasurer/Tax, is responsible for supervision of clerical staff, tax collection function, accounting functions, preparing, balancing, and making daily bank deposits, and reconciling periodic statements of the County's bank accounts.


**Responsibilities:**

- 60 % time      Supervise, schedule, train, and evaluate staff in the Auditor/Treasurer area of the department, and prepare and mail tax statements, entry of tax collections, and issuance of receipts.
- 25 % time      Manage and perform fund investment activities and monitors cash flow requirements of county including preparation of required reports and apportioning various funds to proper districts and custodial accounts.
- 15 % time      Maintain periodic financial reports related to general ledger, accounting for special funds, tax collections, and investment of funds, assist with the budget and mill levy processes.

**Essential Job Duties:**

1. Oversee the collection and recording of all county revenues; prepare and balance daily receipts and deposits of funds, prepare listing of all checks and cash, and reconciliation checking account(s) and periodic statements of bank accounts.
2. Prepare needed data for annual audit, internal report requests, maintain pledged securities.
3. Serve as an active member of the Burleigh County Investment Committee.
4. Assist in the annual budget preparation including calculation of tax levies, preparing assessment list/abstract, special assessment districts.
5. Assist in review of warrants and orders for payments issued by the county to determine whether they are legal obligations of the County, have been properly budgeted, and do not represent over payment to any payee or from any fund.
6. Assist County Auditor/Treasurer in the official record keeping process including taking minutes of County Commission and other meetings.
7. Serve as contact (liaison) for Banks, all Auditor/Treasurer software systems, online (web-based) programs.
8. Responsible for research, troubleshooting, and problem-solving processes for the technical programs and the overall Auditor/Treasurer's department.
9. Create property tax statements, courtesy notices (two time a year), estimate statements, taxation notices, in lieu of taxes, public utilities (electrical and transmission) distribution lines – verifying, reporting, and billing.
10. Process year-end entries, perform rollover and annual closing processes for connection groups.
11. Supervise, train, process timekeeping, monitor workload, evaluate performance, and provide assistance to staff in the department.
12. Assist with elections as directly by the Auditor/Treasurer.
13. Provide backup for telephone calls and assist the public.



	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 12/18/2024</p> <p><b>Job Description #</b> 02-41410-533</p>
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14. Perform other duties as required or assigned.

**Job Qualifications, Experience and Education**

1. Bachelor's degree in finance, accounting, or business administration and three (3) years of experience in accounting including banking and investing funds and/or an equivalent combination of education and experience.
2. Preference will be given to applicants with two (2) or more years of supervisory experience.
3. Knowledge of state and local laws governing the assessment and collection of real estate taxes.
4. Knowledge of legal property descriptions and common property instruments such as warranty and quit claim deeds, death certificates, and plats.
5. Must possess excellent written and communication skills with the ability to prepare clear, concise, and accurate reports, and maintain effective working relationships with the public and other employees.
6. Ability to perform day-to-day accounting operations, technical computer skills, sufficient in the implementation of an integrated financial management system, and problem solving and analytical skills, sufficient to identify problem areas.
7. Must have valid North Dakota drivers license with clean driving record.

**Working Conditions/ Physical and Mental Demands**


1. Physical environment consists of a desk job in the standard environment, repetitive motion, sitting, standing, lifting, and completing a variety of recurring activities independently.
2. Requires operation of specialized equipment such as a computer, adding machine, business machines, copiers, etc.
3. Mental demands require the ability to interpret and choose the appropriate work procedure from available choices and judgment to select the appropriate guidelines.

**Clarification Clause:**

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

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

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

	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 05-41410-502</p>
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**Employee:** \_\_\_\_\_

**Job Title:** Executive Assistant – Elections Coordinator

**Job Status:** Exempt

**Salary Grade:** 9

**Location:** Bismarck

**Department:** Auditor/Treasurer/Tax  
Equalization

**Reports to:** Auditor/Treasurer/Tax

**DBM Rating:** C41


**Job Summary:** Under the supervision of the Auditor/Treasurer, is responsible for the high-level administrative duties for the Auditor/Treasurer and the Burleigh County Commission. Assist the Auditor/Treasurer in all aspects of the election process. Perform other projects required by the Auditor/Treasurer/Tax Equalization department.

**Responsibilities:**

- 50 % time      1. Assist the Auditor/Treasurer with complex administrative tasks for administration of elections and real property taxation.
- 30 % time      2. Assist the Auditor/Treasurer/Tax Equalization Department with high-level administrative duties and project coordination for both the office and the Burleigh County Commission.
- 20 % time      3. Provide administrative support for Burleigh County Commission and various county auxiliary boards including preparation and dissemination of agendas, minutes, and correspondence, calendar, and meeting schedules.

**Essential Job Duties:**

1. Under the guidance of the Auditor/Treasurer; research develop and provide recommendations and resolutions for the election administration process and other processes for the Auditor/Treasurer/Tax Equalization Department and the Burleigh County Commission.
2. Responsible for the development and coordination of Requests for Proposal (RFP) and coordinating bulk mailings with the USPS according to federal regulations and guidelines and with mailing house operations in data transfer for tax statements and elections.
3. Responsible for coordinating the Auditor/Treasurer/Tax Equalization Department internal calendar of duties and projects to be completed by the department.
4. Coordinate maintenance and repair/replacement of office equipment (copy machine, communication devices). Coordinate with IT on repair/replacement of computer equipment and new user setup (authorities, email, passwords) for the Auditor/Treasurer/Tax Department.
5. Provide confidential administrative support for the Auditor/Treasurer and Burleigh County Commission by preparing and coordinating various meetings, meeting arrangements, materials, agendas, and minutes.
6. Serve as one of the contact people for all website content and updates to the website for the department and the county commission.
7. In coordination with the Auditor/Treasurer; administer the election process and all policies and procedures that fall under the election process.
8. Assist the Auditor/Treasurer with the development of an annual election budget and monitor the election administration to the media, public, and other government agencies.
9. Assist the Auditor/Treasurer with any outreach and education regarding voting, voting processes, and election administration to the media, public, and other government agencies.
10. In coordination with the Auditor/Treasurer review all appropriate correspondence issued by the Secretary of State's office and act as required.

	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 05-41410-502</p>
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11. In coordination with the Auditor/Treasurer, develop the test programs and test procedures to verify the logic and accuracy of each ballot style used prior to each election.
12. In coordination with the Auditor/Treasurer; is responsible for the recruitment and training of election workers.
13. Provide backup as needed for telephone calls, assist members of the public, collect tax payments, issue receipts, and perform other general clerical duties.
14. Perform other duties as required or assigned.

#### **Job Qualifications, Experience and Education**

1. Associate degree required with coursework in office support, business, or education and five (5) years of experience in high-level administrative support duties that include participation in the development, or modification, of major projects or procedures; or an equivalent combination of education and experience such as a Bachelor degree and three (3) years of.
2. Requires knowledge of administrative processes, procedures, or methods, and work experience with considerable knowledge, skill, and ability in duties similar in type and complexity to those performed at this level.
3. Ability to handle multiple duties and priorities under limited supervision along with the ability to direct and motivate other employees.
4. Proficiency in the MS Office Suite of products, specifically, Excel and Word in order to efficiently perform the administrative tasks assigned to this position.
5. Requires a high degree of written and/or verbal communication skills dealing with employees, clients, or the general public.

#### **Working Conditions/ Physical and Mental Demands**

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


#### **Clarification Clause:**

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

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

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



	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 04-41410-019</p>
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**Employee:** \_\_\_\_\_

**Job Title:** Accountant I

**Job Status:** Exempt

**Salary Grade:** 9

**Location:** Bismarck

**Department:** Auditor/Treasurer/Tax

**Reports to:** Deputy Auditor/Treasurer &  
Deputy Finance Director

**DBM Rating:** C41


**Job Summary:** Under the supervision of the Deputy Auditor\Treasurer performs professional level accounting duties, financial analysis, and reporting activities in support of the county's integrated financial system in accordance with federal and state guidelines, rules, policies, and procedures. Assists in compiling and preparing complex fund statements and financial statements in compliance with Generally Accepted Accounting Principles (GAAP). Assists in the implementation and maintenance of new financial applications as well as training and assisting users in order to obtain a variety of financial information.

**Responsibilities:**

- 80 % time      Perform routine and specialized accounting and financial activities in support of the countywide financial management system including functions of accounts receivable, accounts payable, cash receipts, capital assets, inventory management, investments, and long-term debt.
- 10 % time      Assist in general administrative functions including budgeting, expenditure analysis, purchasing, and related areas.
- 10 % time      Assist in the preparation of the comprehensive annual financial audit; close year-end financial statements, compile information and prepare statistical and note sections of the report. Assist in the review and update of all supporting processes, policies, and procedures needed to ensure compliance with Generally Accepted Accounting Principles (GAAP), conformance with applicable laws and policies, and an effective internal control system.

**Essential Job Duties:**

1. Maintain and assist in developing financial reports to accurately reflect the financial status of the county.
2. Perform reconciliations within the accounting system. Provide accounting interpretation and analyses to support the financial decisions of the county.
3. Responsible for the recording of deeds and the escrow accounting process.
4. Prepare monthly apportioning to allocate correct amount of collected funds to various taxing districts.
5. Responsible for general ledger reconciliations, corrections, and any needed journal entries.
6. Responsible for assisting with the scanning and transferring of paper invoices and documents to digital format for online storage.
7. Work with the Deputy Auditor/Treasurer to train and coordinate the work of clerical and technical employees, engaged in accounting activities.
8. Answer questions from other departments regarding coding, past records, reports, and payment of bills.
9. Advise county employees on proper accounting procedures as established by the County.
10. Recommend process improvements to current accounting procedures as established by the County.
11. Allocate and verify the recording of revenue and expenditures to the correct funds according to county policies, and procedures. Check invoices and billing statements for coding and validity
12. Assist in the preparation, processing, and verification of the year-end fixed assets and inventory.
13. Responsible for filing unclaimed property, preparing annual school financial reports, and processing abatements.

	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 04-41410-019</p>
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14. Receipt, count, and balance money, and prepare deposits.
15. Perform the annual 1099 tax reporting process.
16. Provide backup as needed for telephone calls, assist members of the public, collect tax payments, assist with elections, and other general clerical duties.
17. Perform other duties as required or assigned.

#### **Job Qualifications, Experience and Education**

1. Bachelor's degree in Accounting or Business Administration and minimum of two (2) years of experience in computer-based accounting functions with an emphasis in fund accounting and financial software applications.
2. Knowledge of fund and cost accounting practices and procedures.
3. Knowledge of automated financial systems and software applications.
4. Knowledge of application of accounting principles to the financial statements with the ability to analyze financial information and other related documents.
5. Knowledge of the Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards Board statements and interpretations (GASB)
6. Ability to perform day-to-day accounting operations, technical computer skills sufficient in the implementation of an integrated financial management system, and problem solving and analytical skills sufficient to identify problem areas.
7. Ability to communicate verbally and in writing to establish and maintain effective working relationships with employees, other agencies, and the public.
8. Ability to apply knowledge in developing and implementing countywide policy and procedures.
9. Ability to analyze and explain the impacts of authoritative standards and work with staff within the department and other departments to establish guidelines and implement policies, procedures, and processes to assure compliance.

#### **Working Conditions/ Physical and Mental Demands**

1. Physical environment consists of a desk job in the standard environment, repetitive motion, sitting, standing, lifting, and completing a variety of recurring activities independently.
2. Requires operation of specialized equipment such as a computer, conferencing online meeting tools, adding machine, business machines, copiers, etc.
3. Mental demands require the ability to interpret and choose the appropriate work procedure from available choices and judgment to select the appropriate guidelines.


#### **Clarification Clause:**

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

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

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



	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 06-41410-014</p>
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**Employee:** \_\_\_\_\_

**Job Title:** Accounting Technician

**Job Status:** Non-Exempt

**Salary Grade:** 5

**Location:** Bismarck

**Department:** Auditor/Treasurer/Tax

**Reports to:** Deputy Auditor/Treasurer

**DBM Rating:** B22

**Job Summary:** Under the supervision of the Deputy Auditor/Treasurer, performs accounting duties in the administration and maintenance of accounts payables and credit card processing procedures.

**Responsibilities:**


- 40 % time Responsible for administering and maintaining all functions of the county's accounts payable processing system.
- 30 % time Compile and maintain information to substantiate transactions, balance, and reconcile accounts relating to the county's credit card system.
- 20 % time Responsible for processing the general ledger posting function for the Burleigh County biweekly employee payroll.
- 10 % time Assist the public and coworkers, assist with elections, and maintain accurate records.

**Essential Job Duties:**

1. Responsible for administering and maintaining all functions of the county's accounts payable processing system.
2. Conduct internal audits of all invoices, and credit card charges to provide credit card controls for all departments to assure accuracy for the payment process.
3. Process applications, requests, and claims for individuals seeking information or help regarding the county's credit card system, transfer information from the credit card system to the county's accounting system.
4. Monitor authorized credit card usage in all departments to assure activities are performed in accordance with credit card usage policies, and procedures.
5. Apportion invoices as needed; print and distribute checks for payment; and assist with gathering data for budget development.
6. Responsible for scanning and transferring paper invoices and documents to digital format for online storage.
7. Receive and refer telephone calls, assist members of the public, verify deeds, collect tax payments, assist with elections, complete and process various applications and documents, and other general clerical duties.
8. Collect money, issue receipts, balance and reconcile accounts, maintain, and disburse funds.
9. Proficient in the use of the MS Office Suite of products, specifically, Excel, Word, and Outlook to complete the daily tasks associated with this position.
10. File, retrieve, interpret information, and prepare reports from records. Distribute reports to appropriate people.
11. Post payroll entries to include ACH transfers and other general ledger entries relating to employee deductions and employee benefit payments.
12. Perform other duties as required or assigned.

**Job Qualifications, Experience and Education**

1. Associates degree with coursework in accounting, finance, or business, and four (4) years of accounting, bookkeeping, or budgeting experience; or an equivalent combination of education and experience.
2. Preference will be given to applicants with prior experience in accounts payable.

	<p><b>Burleigh County, North Dakota</b></p> <p><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 06-41410-014</p>
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3. Proficiency in the MS Office Suite or products, specifically, Excel and Word in order to efficiently perform the administrative tasks assigned to this position.
4. Requires knowledge of administrative processes, procedures, or methods, and work experience with considerable knowledge, skill, and attention to detail.
5. Requires a high degree of written and verbal communication skills and great customer service skills.
6. Ability to handle multiple duties and priorities under limited supervision.

**Working Conditions/ Physical and Mental Demands**


1. Physical environment consists of a desk job in the standard environment, repetitive motion, sitting, standing, lifting, and completing a variety of recurring activities independently.
2. Requires operation of specialized equipment such as a computer, typewriter, adding machine, business machines, copiers, etc.
3. Mental demands require the ability to interpret and choose the appropriate work procedure from available choices and judgment to select the appropriate guidelines.

**Clarification Clause:**

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

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

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

	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 08-41410-530</p>
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**Employee:** \_\_\_\_\_  
**Job Title:** Administrative Assistant II – Accounts Receivable  
**Job Status:** Non-Exempt  
**Salary Grade:** 4

**Location:** Bismarck  
**Department:** Auditor/Treasurer/Tax  
**Reports to:** Deputy Auditor/Treasurer  
**DBM Rating:** B21

**Job Summary:** Under the supervision of the Deputy Auditor/Treasurer, perform general clerical and bookkeeping duties. Assist the public, answer telephones, collect and tabulate data, prepare original correspondence and reports, balance books, and maintain files.

**Responsibilities:**


- 40 % time      Perform receptionist and general clerical duties including answering telephones, filing, and word processing, assists the public, assists with elections, and maintain accurate records.
- 40 % time      Compile and maintain information to substantiate transactions, balance, and reconcile accounts, search records at appropriate time.
- 20 % time      Responsible for interpreting information and preparing reports from records, and properly disposing of records at appropriate time.

**Essential Job Duties:**

1. Receive and refer telephone calls, assist members of the public, receive payments, complete and process various applications and documents, assist with elections, and other general clerical duties.
2. Responsible for assisting with the scanning and transferring of paper invoices and documents to digital format for online storage.
3. Collect money, issues receipts, balance and reconcile accounts, maintain, and disburse funds.
4. Maintain accurate records with respect to real estate and chattel properties, tax assessments and collections, and accounts receivable.
5. Complete and process applications, requests, and permits for Burleigh County.
6. Maintain stock of office supplies, equipment, and forms by ordering and receiving goods, issue goods to staff, and perform physical inventory.
7. Proficient in the use of the MS Office Suite of products, specifically, Excel, Word, and Outlook to complete the daily tasks associated with this position.
8. Assist in the development, implementation, and maintenance of office procedures for the unit.
9. File, retrieve, interpret information, and prepare reports from records. Distribute reports to appropriate people.
10. Research issues with documents, applications, and permits to provide follow-up as needed to retrieve missing information.
11. Perform other duties as required or assigned.

**Job Qualifications, Experience and Education**

1. Associate degree with major coursework in legal, business, or applied Science, and two (2) years of work experience in high-level administrative and/or a combination of education and experience. Work experience must reflect an ability to conduct research, provide analysis, and interpretation of information, and prepare formal reports.
2. Preference will be given to applicants with experience involving a combination of banking, bookkeeping, or accounts receivable duties.

	<p><b>Burleigh County, North Dakota</b></p> <p><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 08-41410-530</p>
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3. Requires knowledge of administrative processes, procedures, or methods, and attention to detail. Must have considerable knowledge, skill, and ability in duties similar in type and complexity to those performed at this position level.
4. Requires a high degree of written and verbal communication skills, dealing with the general public and other employees.
5. Proficiency in the MS Office Suite or products, specifically, Excel and Word in order to efficiently perform the administrative tasks assigned to this position.
6. Ability to handle multiple duties and priorities under limited supervision.

**Working Conditions/ Physical and Mental Demands**

1. Physical environment consists of a desk job in the standard environment, repetitive motion, sitting, standing, lifting, and completing a variety of recurring activities independently.
2. Requires operation of specialized equipment such as a computer, adding machine, business machines, copiers, etc.
3. Mental demands require the ability to interpret and choose the appropriate work procedure from available choices and judgment to select the appropriate guidelines.


**Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining the Administrative Assistant type positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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

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



	<p align="center"><b>Burleigh County, North Dakota</b></p> <p align="center"><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023</p> <p><b>Job Description #</b> 07-41410-033</p>
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**Employee:** \_\_\_\_\_  
**Job Title:** Administrative Assistant – Real Estate

**Job Status:** Non-Exempt  
**Salary Grade:** 4

**Location:** Bismarck  
**Department:** Auditor/Treasurer/Tax  
Equalization  
**Reports to:** Deputy Auditor/Treasurer  
**DBM Rating:** B21


**Job Summary:** Under the supervision of the Deputy Auditor/Treasurer, perform general clerical and bookkeeping duties. Assist the public, answer telephones, collect and tabulate data, prepare original correspondence and reports, balance accounts, and maintain files. Perform duties for deed transfers and the three-year delinquent tax process. Assist with property taxes and elections

**Responsibilities:**

- 40 % time      1. Perform receptionist and general clerical duties including answering telephones, filing, and word processing, assist the public, assist with elections, and maintain accurate records.
- 40 % time      2. Prepare formal reports, letters, and other documentation on matters concerning elections, real estate assessments, real estate taxation and general government administration.
- 20 % time      3. Assist the Auditor/Treasurer/Tax and Executive Assistant – Elections Coordinator with administrative support for the Burleigh County Commission and various county auxiliary boards including preparation and dissemination of agendas, minutes, and correspondence, calendars, and meeting schedules.

**Essential Job Duties:**

1. Receive and refer telephone calls, assist members of the public, receive payments, complete and process various applications and documents, assist with elections, and other general clerical duties.
2. Transfer information from source documents such as deeds, plats, billings, invoices, reports, and statements to permanent records such as assessment rolls, and annual reports.
3. Perform deed transfers and abatement recording. Reconciles abatements.
4. Maintain accurate records, with respect to real estate and chattel properties, tax assessments and vouchers for payment as part of the abatement process.
5. Responsible for the coordination of the three-year delinquent tax process.
6. Serve as one of the contact people for all website content and updates to the website for the department and the county commission.
7. Provide monthly expenses to the media as directed by the Auditor/Treasurer Tax.
8. Process legal publications as directed by the Auditor/Treasurer/Tax.
9. Process the multiple parcel maintenance and redaction of property records.
10. Compile township packets annually.
11. Assist the Auditor/Treasurer/Tax and Executive Assistant – Elections Coordinator in providing confidential administrative support for the Burleigh County Commission by preparing and coordinating various meetings, meeting arrangements, materials, agendas, and minutes.
12. Perform other duties as required or assigned.

	<p><b>Burleigh County, North Dakota</b></p> <p><b>Job Description</b></p>	<p><b>Last Date Revised:</b> 04/17/2023 <b>Job Description #</b> 07-41410-033</p>
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**Job Qualifications, Experience and Education**

1. Associate degree with major coursework in legal, business, or applied science, and two (2) years of work experience in high-level administrative and/or a combination of education and experience. Work experience must reflect an ability to conduct research, provide analysis and interpretation of information, and prepare formal reports.
2. Requires knowledge of administrative processes, procedures, or methods, and attention to detail. Must have considerable knowledge, skill, and ability in duties similar in type and complexity to those performed at this position level.
3. Requires a high degree of written and/or verbal communication skills dealing with general public and other employees.
4. Proficiency in the MS Office Suite of products, specifically, Excel and Word in order to efficiently perform the administrative tasks assigned to this position.
5. Ability to handle multiple duties and priorities under limited supervision.

**Working Conditions/ Physical and Mental Demands**

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

**Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining the Administrative Assistant type positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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

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

**From:** [Jacobs, Leigh](#)  
**To:** [Lawyer, Julie A.](#)  
**Cc:** [Binder, Pamela J.](#); [Bitner, Brian](#)  
**Subject:** RE: Preliminary Resolution - Auditor / Treasurer Reorganization  
**Date:** Tuesday, May 13, 2025 2:27:09 PM

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Julie,

1. current positions you have in your office
  - a. We have a Finance Director and a Deputy Finance Director
2. their job duties
  - a. Deputy Finance Director
    - i. 20 hours a week of Auditor's Office duties
      1. These 20 hours were not fully utilized under previous Deputy Auditor, but have increased since we hired a new Deputy Auditor
        - a. Duties include investment journal entries
        - b. Bank reconciliations
        - c. Reconciliations of cash and accounts receivable
        - d. Vision Zero grant
        - e. Quarterly billings including BMDC, CenComm, Courthouse utilities
      - ii. Seasonal duties including 1099 processing, unclaimed property
      - iii. BMDC Sales Tax bond defeasance activities (this will be going away in the coming days/weeks)
      - iv. Research policies/procedures
      - v. Reconciling general ledger
      - vi. Research items for Commission meetings
  - b. Finance Director
    - i. Certain duties for Auditor's Office
      1. Fixed assets
      2. Financial statement audit liaison
      3. Year-end adjusting entries
      4. Investment reconciliation, procedures, tracking sheets
      5. ARPA grant administration
      6. Other grants
      7. Review of work performed by Deputy Auditor
      8. Reconciliation of cash, receivables, other
    - ii. General Ledger reconciliation
    - iii. Investment benchmarking and reporting
    - iv. Substantial time is devoted to reviewing the work of the Auditor/Treasurer's Office
    - v. Reporting to the Commission
    - vi. Evaluating procedures, looking for process improvement

### 3. what projected staffing you will need for your offices to perform the reassigned duties

In this case, the Auditor/Treasurer Splonskowski contributes at least a negative one, if not negative two FTEs. Not only does he not provide the kind of work product or output one would expect at his level, but he creates additional problems on an ongoing basis due to his incompetence. I've estimated a cost of at least \$5M to Burleigh County directly because of Auditor/Treasurer Splonskowski's incompetence. As a result, the Finance Director position was re-purposed as an internal auditor. Therefore, a significant amount of our time is spent reviewing the Auditor/Treasurer's work and reporting back to the Commission. Due to the scope of the incompetence, there's a lot to review. If Auditor/Treasurer Splonskowski's job duties are substantially reassigned, his ability to create problems is greatly reduced and therefore, there is less of a need for this internal audit function.

So, by largely removing Auditor/Treasurer Splonskowski from the picture, we gain at least 1 or 2 FTE's by eliminating his negative influence. We also gain probably at least ½ to 1 FTE in the Finance Department due to the reduced need for oversight.

Additionally, the Auditor/Treasurer's Office has failed to improve its procedures over the years. Because we are in a separate building, the scope of this problem is not known, but I would estimate the Auditor/Treasurer's Office loses at least 1 FTE of time per year due to ineffective procedures, lack of technical ability/training, etc. So, with new leadership, there's the opportunity to gain man-hours by improving processes.

I don't think we need to add FTEs to the Finance Department, and I think we have enough FTEs authorized within the Auditor/Treasurer's Office and Finance Department combined to perform the statutory duties, with the understanding that we are currently short an Accountant I position.

**However, neither the Auditor/Treasurer nor Deputy Auditor/Treasurer's job duties have been done for over 4 years. We have a backlog of work that needs to be done at that level.** It may be that an additional staff member is needed to catch up from these years of negligence. Not to mention the lack of written documentation of many policies & procedures for the decades prior to that.

I am a little skeptical about adding an appointed Treasurer without a County Administrator. It seems to me that accounting departments need to be vertically integrated. Concerns about dual controls can be addressed through segregation of duties and policies/procedures, especially if financial duties are removed from the elected Auditor.

So to summarize, under the reorganization we gain back the negative 2 FTE's caused by Auditor/Treasurer Splonskowski; another ½ to 1 FTE from Finance Department's internal audit function; a potential for 1 FTE from improving procedures; with the possible need to use 1 FTE to clean up years of neglect. So conservatively, a net gain of 2.5 FTEs.

Leigh Jacobs, CPA  
Finance Director  
Burleigh County



**From:** [Vietmeier, Alan R.](#)  
**To:** [Lawyer, Julie A.](#)  
**Cc:** [Binder, Pamela J.](#); [Bitner, Brian](#)  
**Subject:** RE: Preliminary Resolution - Auditor / Treasurer Reorganization  
**Date:** Wednesday, May 7, 2025 9:45:52 AM  
**Attachments:** [Deputy Auditor-Tax Director Job Description-4.17.23.pdf](#)  
[Senior Tax Appraiser Job Description-04.17.23.pdf](#)  
[Tax Appraiser II Job Description 04.17.23.pdf](#)  
[Tax Appraiser I Job Description 04.17.23.pdf](#)

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Good morning,

Here is the structure for the Tax Equalization office:

4 Staff Members, 1 in each category.

**Tax Equalization Director** – Oversee the operations of the office. Provide expert knowledge to public and county officials when needed. Supervise the Tax Equalization staff.

**Senior Appraiser** - Manages the property records in Tax Wise and Vanguard. Provide guidance to title companies, banks, engineers, surveyors, and appraisers. Provides leadership to appraiser 1 and 2. Assists the director with required filings and conducting of meetings. Other duties as assigned by the Director.

**Appraiser 2** – perform individual assessments on basic and complex properties. Study the market conditions. Provide customer service. Value the Mobile Homes and track their data. Compile sales data for equalization use.

**Appraiser 1** – perform individual assessments on basic properties. Study the market conditions. Provide customer service. Administer the Homestead and Vet Credits.

The office also provides expert knowledge relating to assessments, taxation, property descriptions, etc. to the public when the questions arise. All staff members are well versed in providing that information and utilize the chain of command when the answer is not able to be provided by them.

I have attached all the job descriptions for the office. These are the current job responsibilities that we are working off currently. We also do a lot of additional work due to lack of experience in the other portion of the department.

As the appraiser 1 meets the requirements in the appraiser 2 position they will be moved to an appraiser 2.

Current Staffing Levels of the Tax Equalization will not require any changes at this time.

Hopefully, this helps you compile the necessary information you need.

## **CHAPTER 11-09.1 HOME RULE COUNTIES**

### **11-09.1-01. Methods of proposing home rule charter.**

The board of county commissioners may on its own motion cause a home rule charter to be drafted and submitted for adoption to the electors of the county in the manner provided in this chapter. A home rule proposal may be initiated in a petition filed with the board of county commissioners and signed by qualified electors of the county not fewer in number than two percent of the population of the county.

### **11-09.1-02. Charter commission - Membership - Preparation and submission of charter - Compensation and expenses - Publication.**

Within sixty days after proceedings have been initiated for a home rule charter, the board of county commissioners shall appoint a charter commission, comprised of at least five members, to draft the charter, unless a petition proposing a charter pursuant to section 11-09.1-01 prescribes the composition of the commission or the manner by which the composition of the commission is to be determined. The board shall designate one of the charter commission members as chairman of the charter commission. The board shall set the compensation and expenses of charter commission members. Actual expenses incurred by charter commission members may be reimbursed at the official reimbursement rates of the appointing authority. The board, from its general funds, may furnish the charter commission with office space, clerical help, supplies, and legal and other assistance. The charter commission shall hold at least one public hearing on the proposed charter and may use other suitable means to disseminate information, receive suggestions and comments, and encourage public discussion of the proposed charter. The commission shall prepare and submit the charter to the board of county commissioners within one year after appointment, unless the board allows additional time for submission of the charter. The charter must contain a list of county offices to be elected and any elected offices that will be eliminated or combined if the charter is adopted. The board of county commissioners shall publish the proposed charter once in the official newspaper of the county.

### **11-09.1-03. Submission of charter to electors.**

At least sixty days, but no more than two years, after submission of the charter to the board of county commissioners, the proposed charter must be submitted to a vote of the qualified electors of the county at a primary or general election. If the proposed charter has been submitted to a vote of the qualified electors of the county, the board of county commissioners may call a special election to resubmit the proposed charter to a vote of the qualified electors of the county, and the special election must take place at least sixty days after the call for the special election. The board may amend the proposed charter prior to its resubmission to the electors.

### **11-09.1-04. Ratification by majority vote - Supersession of existing charter and conflicting state laws - Filing of copies of new charter.**

If a majority of the qualified electors voting on the charter at the election vote in favor of the home rule charter, it is ratified and becomes the organic law of the county on the first day of January or July next following the election, and extends to all its county matters. The charter and the ordinances made pursuant to the charter in county matters must be liberally construed to supersede within the territorial limits and jurisdiction of the county any conflicting state law except for any state law as it applies to cities or any power of a city to govern its own affairs, without the consent of the governing body of the city. The charter may not authorize the enactment of ordinances to diminish the authority of a board of supervisors of a township or to change the structure of township government in any organized civil township, without the consent of the board of supervisors of the township. No ordinance of a home rule county shall supersede sections 49-22-16 and 49-22.1-13. One copy of the charter as ratified and approved must be filed with the secretary of state; one with the recorder for the county, unless the board

of county commissioners designates a different official; and one with the auditor of the county to remain as a part of its permanent records. Courts shall take judicial notice of the charter.

**11-09.1-04.1. Multicounty home rule.**

1. Two or more counties may draft and submit for adoption a multicounty home rule charter to the electors of each county pursuant to this section. The other provisions of this chapter apply to a multicounty home rule charter, except as otherwise provided by this section.
2. The process for drafting and submitting a multicounty home rule charter may be initiated by:
  - a. Separate motions by the boards of county commissioners of the participating counties;
  - b. The execution of a joint powers agreement between participating counties; or
  - c. A petition filed with each board of county commissioners of two or more counties and signed by ten percent or more of the total number of qualified electors of each county voting for governor at the most recent gubernatorial election.
3. Within sixty days after proceedings are initiated for a multicounty home rule charter, the boards of county commissioners shall enter into a joint powers agreement specifying the procedure for framing the charter, which may include the establishment of a single cooperative charter commission with membership representing each county. As an alternative, the boards of county commissioners in each affected county may establish a separate charter commission pursuant to section 11-09.1-02 to frame the charter in cooperative study with the charter commission of any other affected county. The charter commissions must submit a single joint report and proposed charter.
4. A charter commission, during its deliberation, may hold public hearings and community forums and use other suitable means to disseminate information, receive suggestions and comments, and encourage public discussion on the subject of the proposed multicounty home rule charter, and may report periodically to the affected governing bodies on their progress. In preparing the charter, the charter commission may:
  - a. Include any, or all, of the available powers enumerated in section 11-09.1-05, subject to the limitations of that section;
  - b. Provide for adjustment of existing bonded indebtedness and other obligations in a manner that will provide for a fair and equitable burden of taxation for debt service;
  - c. Provide for the transfer or other disposition of property and other rights, claims, assets, and franchises of the counties;
  - d. Provide for the reorganization, abolition, or adjustment of boundaries of any existing boards, commissions, agencies, and special districts of the county government;
  - e. Include provisions for transition in implementing the charter, including elements that consider the reasonable expectations of current officeholders such as delayed effective dates for implementation at the end of a current term or a future term, upon the occurrence of a vacancy, or on a date certain;
  - f. Include provision for the limited application or temporary implementation of the charter, including provisions that permit implementation on an experimental or pilot basis such as the expiration of the charter on a date certain in the future, required reapproval of the charter by the electors at a future date, or a phased-in implementation of various components of the charter; and
  - g. Include other provisions that the charter commission elects to include and which are consistent with state law.
5. The proposed charter or accurate summary of the charter must be published in the official newspaper of each affected county, at least once during two different weeks within the thirty-day period immediately preceding the date of election.
6. If a majority of the qualified electors voting in each county on the charter votes in favor of the multicounty home rule charter, it is ratified and becomes the organic law of the

multicounty area on the first day of January following the election or other effective date specified in the charter.

7. The amendment or repeal of a multicounty home rule charter may proceed pursuant to the amendment and repeal provisions of section 11-09.1-06 on a multicounty basis. A majority vote of the qualified electors voting in each county in the election is required to adopt any amendment of a multicounty charter. A majority vote of the qualified electors of only one or more participating counties is required to repeal a multicounty charter.

#### **11-09.1-05. Powers.**

After the filing with the secretary of state of a charter approved in reasonable conformity with this chapter, the county and its citizens may, if included in the charter and implemented through ordinances:

1. Acquire, hold, operate, and dispose of property within or without the county limits, and, subject to chapter 32-15, exercise the right of eminent domain for those purposes.
2. Control its finances and fiscal affairs; appropriate money for its purposes, and make payments of its debts and expenses; contract debts, borrow money, issue bonds, warrants, and other evidences of indebtedness; establish charges for any county or other services to the extent authorized by state law; and establish debt limitations.
3. Levy and collect property taxes and special assessments for benefits conferred, for its public and proprietary functions, activities, operations, undertakings, and improvements, and establish mill levy limitations. Notwithstanding any authority granted under this chapter, all property must be assessed in a uniform manner as prescribed by the state board of equalization and the state supervisor of assessments and all taxable property must be taxed by the county at the same rate unless otherwise provided by law. A charter or ordinance or act of a governing body of a home rule county may not supersede any state law that determines what property or acts are subject to, or exempt from, ad valorem taxes. A charter or ordinance or act of the governing body of a home rule county may not supersede section 11-11-55.1 relating to the sixty percent petition requirement for improvements and of section 40-22-18 relating to the barring proceeding for improvement projects.
4. Levy and collect an infrastructure fee. The fee must replace a general special assessment on all property for payment of infrastructure maintenance costs through a utility bill issued by the county. The money collected under this subsection may not be used for any purpose other than infrastructure maintenance costs. If a home rule county levies an infrastructure fee, the home rule county also may levy and collect green field special assessments. As used in this subsection:
  - a. "General special assessments" means special assessments levied for the purpose of maintaining existing roads and infrastructure and special assessments levied for the construction or repair of arterial roads and infrastructure that provide a benefit to the entire community.
  - b. "Green field special assessments" means special assessments levied for infrastructure costs associated with the development of agricultural or undeveloped property.
5. Levy and collect sales and use taxes, farm machinery gross receipts taxes, alcoholic beverage gross receipts taxes, a county lodging tax, and a county restaurant tax. Sales and use taxes and gross receipts taxes levied under this chapter:
  - a. Must conform in all respects with regard to the taxable or exempt status of items under chapters 57-39.2, 57-39.5, 57-39.6, and 57-40.2 and may not be imposed at multiple rates with the exception of sales of manufactured homes or mobile homes.
  - b. May not be newly imposed or changed except to be effective on the first day of a calendar quarterly period after a minimum of ninety days' notice to the tax commissioner or, for purchases from printed catalogs, on the first day of a calendar quarter after a minimum of one hundred twenty days' notice to the seller.

- c. May not be limited to apply to less than the full value of the transaction or item as determined for state sales and use tax, except for farm machinery gross receipts tax purposes.
- d. Must be subject to collection by the tax commissioner under an agreement under section 57-01-02.1, with the exception of a county lodging or county restaurant tax, and must be administered by the tax commissioner in accordance with the relevant provisions of chapter 57-39.2, including reporting and paying requirements, correction of errors, payment of refunds, and application of penalty and interest.

After December 31, 2005, any portion of a charter or any portion of an ordinance or act of a governing body of a home rule county passed pursuant to a charter which does not conform to the requirements of this subsection is invalid to the extent that it does not conform. The invalidity of a portion of a charter or ordinance or act of a governing body of a home rule county because it does not conform to this subsection does not affect the validity of any other portion of the charter or ordinance or act of a governing body of a home rule county or the eligibility for a refund under section 57-01-02.1. Any taxes imposed under this chapter on farm machinery, farm irrigation equipment, and farm machinery repair parts used exclusively for agricultural purposes, or on alcoholic beverages, which were in effect on December 31, 2005, become gross receipts taxes after December 31, 2005. Ordinances enacted after August 1, 2017, may not allow for the collection and levy of any tax not otherwise specified under this section.

- 6. Provide for county elected and appointed officers and employees, their selection, powers, duties, qualifications, and compensation, and the terms of county appointed officers and employees. However, after adoption of a home rule charter, a county elected office may not be eliminated or combined with another office except upon approval of a majority of the electors of the county voting upon the question at a primary or general election or pursuant to the county officer combination, separation, or redesignation procedures of chapter 11-10.2. A home rule charter may not diminish the term of office for which a current county officer was elected, redesignate that elected office during that term as appointed, or reduce the salary of the office for that term. This subsection does not authorize a county to redesignate the elected offices of sheriff and state's attorney as appointed, except as provided in section 11-10-02.3.
- 7. Provide for all matters pertaining to county elections, except as to qualifications of electors.
- 8. Provide for the adoption, amendment, repeal, initiative, referral, enforcement, and civil and criminal penalties for violation of ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare. This subsection does not confer any authority to regulate any industry or activity regulated by state law or by rules adopted by a state agency. This subsection is subject to the provisions of section 62.1-01-03.
- 9. Lay out or vacate public grounds, and provide through its governing body for the construction, use, operation, designation, and regulation of a county road system.
- 10. Provide for zoning, planning, and subdivision of public or private property within the county limits but outside the zoning authority of any city or organized township. This subsection is subject to the provisions of section 62.1-01-03.
- 11. Exercise in the conduct of its affairs all powers usually exercised by a corporation.
- 12. Contract with and receive grants from any other governmental entity or agency, with respect to any local, state, or federal program, project, or works.

The people of all counties coming within this chapter have the full right of self-government in all matters within the powers enumerated in this chapter. The statutes of this state, so far as applicable, continue to apply to counties, except as superseded by the charters of the counties or by ordinances passed pursuant to the charters.

#### **11-09.1-05.1. Sales tax revenue transfer to school districts prohibited.**

Notwithstanding the provisions of chapters 54-40 and 54-40.3 or any other provision of law, revenue from sales, use, or other excise taxes levied under this chapter may not be transferred



to or for the primary benefit of a school district except for payment of bonded indebtedness incurred before April 19, 2007, or for capital construction and associated costs approved by the electors of the county before April 19, 2007.

**11-09.1-06. Amendment or repeal.**

The home rule charter adopted by any county may be amended or repealed by a proposal by the governing body of the county or by petition of the number of electors provided in section 11-09.1-01, submitted to and ratified by the qualified electors of the county. A petition to amend or repeal a home rule charter must be submitted to the governing body of the county. Within thirty days of receipt of a valid petition or approval of a proposal to amend or repeal a home rule charter, the governing body of the county shall publish any proposed amendment or repeal of a home rule charter once in the official newspaper of the county. At least sixty days after publication, the proposed amendment or repeal must be submitted to a vote of the qualified electors of the county at the next primary or general election. The electors may accept or reject any amendment or a repeal by a majority vote of qualified electors voting on the question at the election.

**11-09.1-07. Commission - Terms of office - Vacancies.**

The board of county commissioners shall determine the term of office of the members of the charter commission at the time the members are appointed. The board of county commissioners shall fill any vacancy on the charter commission.

**11-09.1-08. Restriction on proposals to amend or repeal.**

Repealed by S.L. 1993, ch. 401, § 53.

**11-09.1-09. Manner of calling and holding elections.**

The elections provided for in this chapter are subject to the laws applicable to other elections of the county. All qualified electors of the county are eligible to vote at the election. The charter commission, for proposals to adopt a home rule charter, or the governing body of the county, for proposals to amend or repeal a home rule charter, shall prescribe the form of ballot so that the voter may signify whether the voter is for or against the proposed home rule charter or the amendment or repeal.

**11-09.1-10. Effect of amendment or repeal on salary or term of office.**

On the first day of January following repeal of a home rule charter, the county reverts to the form of government of the county immediately preceding adoption of the home rule charter. If positions to which officials were elected under the home rule charter are substantially the same as positions under the form of government to which the county reverts upon repeal, the elected officials shall continue to exercise the authority of their positions for the salary prescribed by the home rule charter until expiration of their terms of office as prescribed by the home rule charter. No amendment of a home rule charter may shorten the term for which any official was elected or reduce the salary of the official's office for that term.

**11-09.1-11. General powers preserved.**

All powers granted counties by general law are powers of home rule counties.

**11-09.1-12. Vested property - Rights of action - Actions saved.**

The adoption of any charter or amendment does not destroy any property, action, right of action, claim, or demand of any nature vested in the county. All rights of action, claims, or demands are preserved to the county and to any persons asserting any claims against the county as completely as though the charter or amendment had not been adopted. The adoption of any charter or amendment affects neither the right of the county to collect special assessments previously levied under any law or charter for the purpose of public improvements, nor impairs the obligation of any existing contract to which the county is a party.

**11-09.1-13. Enforcement of criminal penalties.**

A county that has adopted a home rule charter may impose a penalty for a violation of an ordinance through a citation, a criminal complaint, or an information through the district court in the county where the offense occurred. The penalty for a violation of an ordinance may be an infraction or a class B misdemeanor.

**11-09.1-14. Payment of expenses for indigent defense services.**

The home rule county must pay for an attorney and those expenses necessary for the adequate defense of an indigent person prosecuted for violation of a home rule county ordinance.

## **CHAPTER 11-10.2**

### **COUNTY OFFICER COMBINATION, SEPARATION, AND REDESIGNATION**

#### **11-10.2-01. County officer combination, separation, and redesignation options.**

1. A county may, without requiring local citizens to permit county home rule powers:
  - a. Combine any elective county office with one or more functionally related elective or appointive county offices;
  - b. Separate an elective county office into two or more elective or appointive offices; or
  - c. Redesignate an elective county office as an appointive office or an appointive office as an elective office.
2. A combination or separation of any elected or appointed county office may include the reassignment of any statutory function of that office or service provided by that office, but may not diminish the general responsibility of county government to perform any function or provide any service that is required by law to be performed or provided by county government.
3. This option is available in addition to, or in lieu of, other county structural options authorized under this title, unless a specific mandate for combining or separating particular county offices is otherwise provided by law. The office of sheriff is excluded from the application of this chapter.

#### **11-10.2-02. Methods of accomplishing office combination, separation, or redesignation of elective or appointive status.**

The combination or separation of elective county offices, or redesignation of a county office as elective or appointive, may be accomplished:

1. By resolution of the board of county commissioners, subject to the right of referendum in the county electors. The board of county commissioners may by a majority vote adopt a preliminary resolution incorporating a proposed plan for combining or separating county offices, or redesignating a county office as elective or appointive. The board shall cause the complete text of the proposed plan to be published in the official newspaper of the county, at least once during two different weeks within the thirty-day period immediately following the adoption of the preliminary resolution. The board of county commissioners shall hold public hearings and community forums or use other suitable means to disseminate information, receive suggestions and comments, and encourage public discussion of the purpose, conclusions, and recommendations of the plan. Within two years after the adoption of the preliminary resolution, the board of county commissioners may by final resolution approve the plan or amend the plan and approve it for implementation according to its terms. The final resolution may be referred to the qualified electors of the county by a petition protesting the plan. The petition must be signed by ten percent or more of the total number of qualified electors of the county voting for governor at the most recent gubernatorial election, and filed with the county auditor, or functional equivalent of that office, before four p.m. on the thirtieth day after the final resolution is adopted. Within ten days after the filing of the petition, the county auditor shall examine the petition and ascertain from the voter list whether the petition contains the signatures of a sufficient number of qualified electors. Any insufficiencies may be cured by the filing of an amended petition within ten days after the county auditor declares the insufficiency. The final resolution is suspended upon a determination by the county auditor that the petition was timely filed and contains the signatures of a sufficient number of qualified electors. The board of county commissioners shall reconsider the referred resolution, and if it does not repeal the resolution in its entirety, shall submit the resolution to a vote of the qualified electors of the county at the next regular election. The county auditor shall cause the complete text of the resolution to be published in the official newspaper of the county, not less than two weeks nor more than thirty days, before the date of the election. If a majority of the qualified electors voting on the question



- approves the resolution, the plan incorporated in the resolution is effective and becomes operative according to its terms as if it had not been suspended.
2. By initiative of county electors. A petition signed by ten percent or more of the total number of qualified electors of the county voting for governor at the most recent gubernatorial election may be submitted to the board of county commissioners, calling upon the board to submit to the electors the question of adopting a plan described in, or annexed to, the petition. The county auditor, or the functional equivalent of that officer, shall examine the petition and ascertain from the voter list whether or not the petition contains the signatures of a sufficient number of qualified electors. Any insufficiencies may be cured by the filing of an amended petition within thirty days after the county auditor declares the insufficiency. When a plan for the combination or separation of county offices or redesignation of county offices as elective or appointive is proposed pursuant to this subsection, the board of county commissioners shall submit the proposed plan to a vote of the qualified electors of the county at a primary or general election not less than sixty days nor more than two years, as specified in the petition, after determining that the petition is sufficient. The question on the ballot at the election must be framed in a manner that fairly and accurately describes the substance of the proposed plan. The board shall cause the complete text of the proposed plan to be published in the official newspaper of the county, at least once during two different weeks within the thirty-day period immediately preceding the date of the election. The board of county commissioners may, prior to the election, hold public hearings and community forums and use other suitable means to disseminate information, receive suggestions and comments, and encourage public discussion of the purpose, conclusions, and recommendations of the plan. If a majority of the qualified electors voting on the question approves of its adoption, the plan is effective according to its terms.

#### **11-10.2-03. Analysis required - Contents of plan - Limitations.**

1. A proposed plan for combining or separating county elective offices, or redesignating a county office as elective or appointive, must be based on an analysis of each affected office, which may include an analysis of:
  - a. The existing office organization, functions, and procedures established for providing governmental services;
  - b. The proposed office organization, functions, and procedures; and
  - c. How the proposal may improve the effectiveness and efficiency of county government and its responsiveness and accountability to local citizens.
2. The analysis may be performed as part of a study process initiated pursuant to chapter 40-01.1.
3. A proposed plan for combining or separating county elective offices, or redesignating a county office as elective or appointive, may include provision for:
  - a. The selection, powers, duties, functions, qualifications and training, terms, and compensation of the affected county offices, notwithstanding any other law;
  - b. Selection, transfer, reassignment, or termination of personnel associated with each affected office;
  - c. The election or appointment of a county manager, notwithstanding the provisions of chapter 11-09;
  - d. Transition in implementation of the plan, including elements that consider the reasonable expectations of current officeholders such as delayed effective dates for implementation at the end of a current term or a future term, upon the occurrence of a vacancy, or on a date certain;
  - e. The limited application or temporary implementation of the plan, including provisions that permit implementation on an experimental or pilot basis such as the expiration of the plan on a date certain in the future, required reapproval of the plan by the electors at a future date, or a phased-in implementation of different components of the plan; and

- f. Any other provision deemed necessary for combining or separating the offices or redesignating an office as elective or appointive.
- 4. A plan may not propose to diminish the term of office for which a current county officer was elected, redesignate that elected office during that term as appointed, or reduce the salary of the office for that term. The plan may not diminish the general responsibility of county government to perform any function or provide any service that is required by law to be performed or provided by county government.
- 5. A proposed plan may not diminish the future term of office, or redesignate an elected office as appointed, with respect to any person who, on August 1, 1993, holds an elected county office and continues to hold that specific office for future terms on an uninterrupted basis. This subsection does not apply after January 1, 2002, or if the person holding the affected office consents in writing to the proposed plan and files that written document prior to the scheduled implementation of the plan with the district court for the county.

**11-10.2-04. Plan implementation - Revision or abandonment of plan.**

One copy of the plan as approved must be filed with the district court for the county and one with the county auditor or functional equivalent to remain as a part of the county's permanent records. The board of county commissioners may take any action necessary to bring about an orderly transition in implementation of the plan, including any transfer of powers, records, documents, property, or funds which is consistent with the approved plan and necessary to place it into full effect. A plan, or part of a plan, adopted under this chapter may be revised or abandoned through the same procedure set forth in this chapter for adopting a plan.

**11-10.2-05. Combination or separation of appointive offices.**

A plan for combining or separating appointive county offices may be proposed and adopted by resolution of the board of county commissioners.

# ITEM

## # 7



## BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43<sup>rd</sup> Ave NE  
BISMARCK, ND 58503  
701-204-7748  
[www.burleigh.gov](http://www.burleigh.gov)

### **Request for County Board Action**

**DATE:** June 16, 2025

**TO:** Mark Splonskowski  
County Auditor

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

**RE:** Northridge Estates Subdivision

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

#### **ACTION REQUESTED:**

Authorize the proper County officials to create the Northridge Estates Subdivision special assessment district (SAD).

#### **BACKGROUND:**

Hay Creek Township has requested that the Burleigh County Board create a special assessment district in Northridge Estates Subdivision to perform pavement patching and a micro surfacing application to the existing paved roadways (approximately 3.77 miles.) North Dakota Century Code allows the local unit of government to establish a special assessment district without a petition from the local residents.

In addition to creating the special assessment district, the Board should also direct the County Engineer to prepare a report as to the general nature, purpose, feasibility and estimate of probable cost.

#### **RECOMMENDATION:**

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

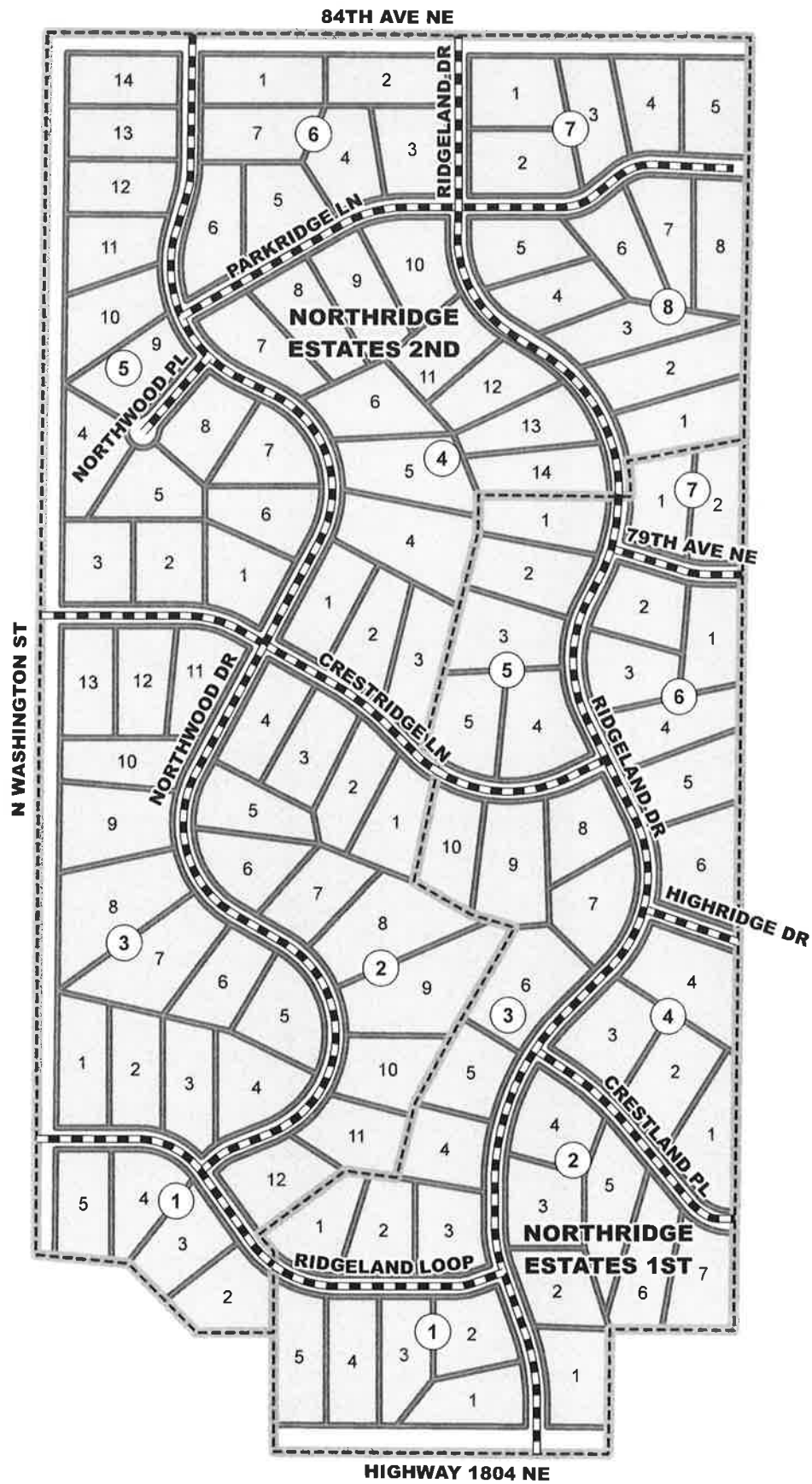
#### **PROPOSED RESOLUTION:**

THEREFORE BE IT RESOLVED: That the proper County officials are hereby required to create and number the Northridge Estates Subdivision special assessment district (SAD), and direct the County Engineer to prepare a report as to the general nature, purpose, feasibility and estimate of probable cost.

# BURLEIGH COUNTY, NORTH DAKOTA

## BENEFITED PROPERTIES

N  
05/21/2025



- BENEFITED PROPERTIES
- SUBDIVISION BOUNDARY
- PARTICIPATING ROADWAY
- LOT BOUNDARY

# ITEM

## # 8

# **BURLEIGH COUNTY FINANCE DEPARTMENT**

316 N. 5<sup>th</sup> St.  
Bismarck, ND 58501  
701-712-8353

**DATE:** JUNE 16, 2025

**TO:** MARK SPLONSKOWSKI  
County Auditor

**FROM:** LEIGH J JACOBS, CPA  
Finance Director

**RE:** Reimbursement Resolution for Provident Building Renovation

Please place the attached Reimbursement Resolution and email from bond counsel in the agenda packet of the June 16<sup>th</sup>, 2025 meeting of the Burleigh County Board of Commissioners.

**ACTION REQUESTED:**

Vote to adopt the attached resolution.

**BACKGROUND:**

Treasury Regulation Section 1.150-2 (the "Regulations") restricts the use of tax-exempt bond proceeds to reimburse the County for project expenditures made by the County prior to the date of issuance of such bonds. The Regulations generally require that (i) the County declare its official intent to reimburse itself for prior expenditures from the proceeds of a subsequent issue of tax-exempt bonds no later than 60 days after making such expenditures, (ii) the bonds be issued within 18 months after making an expenditure or within 18 months after the project is placed in service, but in no event more than three years after the date the original expenditure was made, and (iii) the expenditure be either a capital expenditure or a cost of issuance of the bonds.

**RECOMMENDATION:**

It is recommended that the Board vote to adopt the attached resolution.

**From:** [Scott Wegner](#)  
**To:** [Jacobs, Leigh](#)  
**Cc:** [Bitner, Brian](#)  
**Subject:** RE: Refunding Resolution for Burleigh Provident Building  
**Date:** Wednesday, June 4, 2025 11:09:41 AM  
**Attachments:** [Reimbursement Resolution.docx](#)

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**\*\*\*\*\* CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. **\*\*\*\*\***

Good morning Leigh,

Attached is a reimbursement resolution. In paragraph 1(c), please revise the project description as needed. There are two blanks for dollar amounts. These two can be the same figure, which is the anticipated borrowing amount.

The resolution does not commit the Commission to issue bonds or even move forward with the project. It is simply a precaution that allows the reimbursement of prior expenditures if needed. I don't think there is any down-side to adopting the resolution.

The resolution relates to the issuance of tax-exempt bonds. I read that the County is applying for a BND loan. If that moves ahead, BND loans are taxable, and so no need for a reimbursement resolution. But again if tax-exempt bonds are a possibility the Commission should adopt the resolution.

Whether tax-exempt bonds or a BND loan, the County needs to issue an obligation that is authorized by law. I don't know what you are considering, but a limited tax bond under NDCC Chapter 57-47 is one option. With this option, the Commission irrevocably pledges so many of the general fund mills as are necessary for debt service.

Thanks.

Scott D. Wegner  
**Arntson Stewart Wegner PC**  
3811 Lockport Street, Suite 3  
Bismarck, ND 58503-5554  
701.255.1008

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**From:** Jacobs, Leigh <ljacobs@nd.gov>  
**Sent:** Wednesday, June 4, 2025 9:28 AM  
**To:** Scott Wegner <swegner@aswbondlaw.com>  
**Cc:** Bitner, Brian <bccbitner@nd.gov>



**Subject:** Refunding Resolution for Burleigh Provident Building

This sender is trusted.

Good morning Scott,

We are looking at all funding options for the Provident Building renovation project, one of those being the issuance of bonds. With the 3% property tax cap in effect, it might be wise to issue debt rather than spending our reserves. My understanding is we would need to pass a refunding resolution if we are using tax exempt bonds.

The question that came up at the Commission table on Monday is, if we pass a refunding resolution, are we then obligated to issue debt or could we pursue other options such as using reserves.

If the answer to the above is “no, we are not obligated”, then the next question is, could you draft a refunding resolution for us, and what information do you need from us to do so?

Thanks

Leigh Jacobs, CPA  
Finance Director  
Burleigh County  
316 N. 5<sup>th</sup> St  
Bismarck, ND 58501  
701-712-8353

**BURLEIGH COUNTY, NORTH DAKOTA**

**RESOLUTION RELATING TO THE ISSUANCE OF BONDS AND  
THE REIMBURSEMENT OF CERTAIN EXPENDITURES**

**BE IT RESOLVED** by the Board of Commissioners of Burleigh County, North Dakota (the "County") as follows:

**Section 1.     RECITALS.**

(a)     Treasury Regulation Section 1.150-2 (the "Regulations") restricts the use of tax-exempt bond proceeds to reimburse the County for project expenditures made by the County prior to the date of issuance of such bonds.

(b)     The Regulations generally require that (i) the County declare its official intent to reimburse itself for prior expenditures from the proceeds of a subsequent issue of tax-exempt bonds no later than 60 days after making such expenditures, (ii) the bonds be issued within 18 months after making an expenditure or within 18 months after the project is placed in service, but in no event more than three years after the date the original expenditure was made, and (iii) the expenditure be either a capital expenditure or a cost of issuance of the bonds.

(c)     The County plans to remodel, construct and equip the Provident building in Bismarck, North Dakota (the "Project"). The County desires to comply with the Regulations in order to preserve the option of the County to be reimbursed for certain expenditures from the proceeds of tax-exempt bonds. The total cost of the Project to be paid by the County is estimated to be approximately \$ 16,500,000 \_\_\_\_\_. The County currently expects to pay a portion of the cost from funds on hand until the County can be reimbursed for such expenditures from the proceeds of bonds.

**Section 2.     OFFICIAL INTENT DECLARATION.**     The County reasonably expects to be reimbursed for all or part of the expenditures made for the construction of the Project from the proceeds of bonds to be issued, in one or more series, by the County. The maximum principal amount of such bonds or other obligations which may be issued for such purpose is approximately \$ 16,500,000 \_\_\_\_\_.

Dated: June 16, 2025.

BURLEIGH COUNTY, NORTH DAKOTA

Attest:

\_\_\_\_\_  
Chair, Board of County Commissioners

\_\_\_\_\_  
County Auditor/Treasurer

The governing body of the County acted on the foregoing resolution at a properly noticed meeting held in Bismarck, North Dakota, on June \_\_, 2025, with the motion for adoption made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and the roll call vote on the motion was as follows:

"Aye" \_\_\_\_\_

"Nay" \_\_\_\_\_

Absent \_\_\_\_\_

**ITEM**

**# 10**

**STANDING COMMITTEES  
OF THE  
NORTH DAKOTA COUNTY COMMISSIONERS ASSOCIATION**

\_\_\_\_\_ **COUNTY**

**Please fill in your county's name above and the interested commissioner's name(s) on the lines below and mail or fax this form back to NDCCA President Hollekim by Tuesday, July 29, 2025.**

**Please mail to:**        **Joan Hollekim, NDCCA President**  
                              **P.O. Box 877, Bismarck, ND 58502-0877**  
                              **Fax: 701-425-0830**  
                              **Email: [ndccapresident@ndaco.org](mailto:ndccapresident@ndaco.org)**

**Audit Committee:** This committee historically conducts its business by means of a short meeting on the opening day (Sunday) of the annual conference but may meet virtually, if necessary. They are responsible for reviewing the financial records for the past year.

\_\_\_\_\_

**Nominating Committee:** This committee prepares a slate of candidates for president, vice president, treasurer, and 2 or 3 vacant director positions on the Board. They also nominate NACo, WIR, and NDIRF Board candidates as these positions become vacant. Their business will be held virtually prior to the annual conference. A brief meeting during the conference may be necessary.

\_\_\_\_\_

**Resolutions Committee:** This committee is charged with developing policy and position statements. In addition to the NDCCA President and Vice President who serve as chair and co-chair, the committee has one representative from each of the 8 regions in the state. The committee will meet virtually once or twice prior to the convention.

\_\_\_\_\_

**Additional NDCCA Committee – No appointments necessary**

**Legislative Committee:** This committee serves for two years and is appointed after even-numbered-year annual meetings. The committee is responsible to provide on-going direction to NDACo staff regarding legislative issues and assist with lobbying efforts at the local level as well as interim committee participation. In addition to the current NDCCA Board of Directors, up to six additional members are appointed to serve on this committee. The committee meets prior to the legislative session and generally once during the session. However, virtual meetings are periodically held to generate consensus on emerging issues.

**Constitution & By-Laws Committee:** The NDCCA Board of Directors makes up this committee. They are responsible to receive and review all proposed amendments to the constitution and by-laws of the Association. Submittals are mailed to the committee members prior to the conference; and a virtual meeting is held, if necessary, prior to the annual meeting. A meeting at the conference may be necessary to finalize the committee's recommendations.