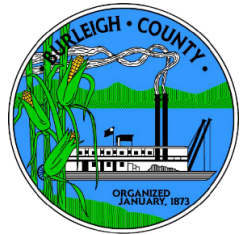




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



Burleigh County Commission Meeting Agenda

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

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

August 4, 2025

5:00 P.M.

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of July 21st, 2025, meeting minutes and bills. Page 3-5.
5. **PUBLIC COMMENT.** Restricted to Burleigh County residents and landowners.
6. Consent Agenda:
 - a. Abatements. Page 6.
 - b. Special use permits.
 - c. Amendments to articles 8 and 11. Page 7-10.
7. Burleigh County Human Service Zone Director Chelsea Flory:
 - a. Auction of county owned vehicle.
 - b. Foster Care Checking Account. Page 12.
8. Lewis and Clark Regional Development Council Executive Director Brent Ekstrom.
 - a. Update and County membership dues. Page 14-16.
9. Burleigh County Housing Authority presentation.
10. County Finance Director/ Interim Treasurer Jacobs:
 - a. Provident building renovation funding.
 - b. Budget amendment for Auditor/Treasurer Office.
 - c. Preliminary budget review.
 - d. Motion to adopt preliminary budget and call for final budget hearing September 15th.
11. Other Business.
12. Adjourn.

The next regularly scheduled Commission meeting will be on August 18th, 2025.

Mark Splonskowski

Burleigh County Auditor/Treasurer

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

8:38 AM

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

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

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

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

Chairman Bitner opened the meeting to public comment.

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

Chairman Bitner closed the public comment segment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There was no other business.

Meeting Adjourned.

10:17 AM

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

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
25-446	Carla Marie Fettig	2025	Lot 422 of Lot 1, Block 1, North Hills 9th	Error in property description	\$298,800	\$264,200
	John Richard & Mary		Unit B Bldg 3212 Arrow Head Ranch, Lots 4,6,8,10, Block 1 Pebble Creek 8th Rpt & Lot 15 less Wly 148' of Sly 180', Block 2, Pebble Creek 8th, Block 1, Pebble Creek			
25-456	Marlene Peck	2024	8th Addn Replat	50% Homestead Credit	\$306,100	\$206,100
			2025 Cavco Vista 13.9' x 56',			
25-461	Rosalinde Vest	2025	#CAV410MN25-55879A	100% Homestead Credit	\$27,244	\$0



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

burleighcobuilding@nd.gov
701-221-3727

Date: July 29, 2025

TO: Board of Burleigh County Commissioners

RE: Recommendation from the July 21 meeting of the Board of Burleigh County Commissioners

FROM: Marla McMonagle, Associate Planner

AMEND ARTICLE 8 AND 11 TO ADD AGRICULTURAL RECREATION:

Agricultural Recreation is described as:

An agriculture recreation use combines agricultural production with recreational uses that are in common with and ancillary to the primary agricultural use and in conjunction with a single-family dwelling.

The Burleigh County Planning and Zoning Commission gave their final approval and recommendation of "Do Pass" for an amendment to the Burleigh County Zoning Ordinance, Article 8 – Special Uses and Article 11 – Agricultural Zoning District to include Agricultural Recreation. The recommendation was passed with a 7 – 1 approval.

On July 21, the amendment was presented to the Board of Burleigh County Commissioners for final approval. Several changes were requested by the Commission. The Commission requested the amendment with corrections be placed on the August 4 agenda for final approval.

Attachment:

Article 8 – Special Uses – Agricultural Recreation

ORDINANCE 25-----

AN ORDINANCE TO AMEND AND RE-ENACT ARTICLE 8 AND 11 OF THE 1972 AMENDED ZONING ORDINANCE OF BURLEIGH COUNTY, NORTH DAKOTA RELATING TO AGRICULTURAL RECREATION

Section 1. **Amendment** Article 8 of the Zoning Ordinance is hereby amended and re-enacted as follows:

Section 31 - Agricultural Recreation

Agricultural Recreation may be permitted in an Agricultural District as a special use. All persons, entities or organizations wishing to establish the use of Agricultural Recreation within Burleigh County must apply for and be granted considered for a special use permit.

Definitions. The following definitions represent the meanings of terms as they are used in these regulations:

Agriculture. *The science or practice of cultivating the soil, producing crops and or raising livestock.*

Agriculture Recreation. *An agriculture recreation use combines agricultural production with recreation uses that are in common with and ancillary to the primary agricultural use and in conjunction with a single-family dwelling.*

Minimum Requirements:

1. ~~Outdoor lighting fixtures directed so direct light is visible above a height of 5 feet. Lighting fixtures near adjacent properties must have special shielding to help eliminate light pollution on adjacent properties.~~
Outdoor lighting fixtures must be positioned so direct light is above a height of 5 feet and to limit off-site impact. Special shielding to help eliminate light pollution on adjacent properties is required.
2. Outdoor lighting must be a minimum of five (5) feet from the adjacent properties.
3. Sound generated by outdoor amplification of music or voice must not exceed 55 decibels during daylight hours, 35 decibels during nighttime hours, measured from the property line.

4. Events shall be held between the hours of 9:00 am to 9:00 pm, with one-hour before and after event for set-up and clean up only.
5. Adequate restroom facilities must be provided.
6. On-site parking must be provided. Parking is to be organized and must have a minimum of twelve (12) feet lanes for travel. No road side parking. All parking areas must be mowed or graveled to prevent fire hazards.
7. A site plan including, but not limited to, multiple means of ingress and egress, emergency response plan must be provided.
8. Limitations/requirements ~~as~~ **are** determined by the Board of Burleigh County Commissioners for each special use permit. These limitations and requirements are special use permit specific and may not be required on all agricultural recreation special use permits.

Section 2. Amendment: Article 11, A-Agricultural Zoning District, Section 4 Special Uses amended to include the following:

Agricultural Recreation

Section 3. Repeal. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4. Severability If any section provision or part of this ordinance shall be adjudged invalid or unconstitutional such as adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. Effective Date This ordinance shall take effect after final passage, adoption and publication as provided by law.

Passed and adopted this _____ day of _____, 2025

Final passage and adoption:

I, Mark Splonskowski, do hereby certify that I am the duly elected auditor of the County of Burleigh, State of North Dakota, and that the foregoing is a full, true and correct copy of an ordinance adopted by the Board of Burleigh County Commissioners at its regular meeting of _____.

IN WITNESS WHEREOF: I have hereto set my hand and seal of Burleigh County this _____ day of _____, 2025

Mark Splonskowski, Burleigh County Auditor

ITEM

7



Burleigh County Human Service Zone

The Provident Building • 415 E. Rosser Ave, Suite 113 • Bismarck, ND 58501-4058

ECONOMIC ASSISTANCE:

Phone: 701-328-1000

Fax: 701-328-1006

CHILD & FAMILY SERVICES:

Phone: 701-222-6670

Fax: 701-222-6644

ADMINISTRATION:

Phone: 701-222-6670

Fax: 701-221-3384

Request for Burleigh County Commission Action

DATE: July 29, 2025

TO: Mark Splonskowski
County Auditor

FROM: Chelsea Flory
Human Service Zone Director

RE: Foster Care Checking Account

Please include this item and the prepared resolution on the agenda for the August 04, 2025 meeting of the Burleigh County Commission.

ACTION REQUESTED:

Commission approval for the Burleigh County Human Service Zone to open an additional checking account with Starion Bank to serve as a 'dedicated account' for social security beneficiaries.

BACKGROUND:

The Human Service Zone serves as Representative Payee for custodial foster care youth receiving social security benefits. The Human Service Zone currently maintains a checking account through Starion Bank for this purpose as it is required that the agency maintain a financial account separate from agency operations per Social Security Administration Program Operations Manual GN 00603.020.

At this time, a secondary checking account is required in order to comply with Social Security Administration requirements for separately maintaining restricted-use social security benefits within a specified 'dedicated account' for beneficiaries per Social Security Administration Program Operations Manual GN 00603.25B.1.

Prior to opening a new account, the Starion Bank financial institution requires board meeting minutes be provided to acknowledge Burleigh County's approval for the Burleigh County Human Service Zone to open a secondary agency account and to confirm the agency personnel authorized on the account.

RECOMMENDATION:

It is recommended that the County Commission approve the proposed resolution.

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED that the Burleigh County Commission grant approval for the Burleigh County Human Service Zone to open a secondary checking account for agency use as a 'dedicated account' for social security beneficiaries, and to authorize personnel access of the account to agency positions which will include the Zone Business Manager and Zone Administrative Assistant.

ITEM

8

Expanding Local Business. Ensuring Vibrant Rural Communities.

Lewis & Clark Development Group is truly unique. Unlike a JDA or EDC, we do not work to recruit or attract new businesses. Instead, our role is clearly defined as a partner and facilitator. We partner with lenders, municipal governments, and developers. Together, we facilitate the following:

- Expansion of existing businesses and the start-up of new businesses
- Financing of single-family housing and development of multi-family housing
- Funding of local infrastructure projects

As partners and facilitators, we significantly influence business growth and expansion, attainable housing development, workforce incentives, and community development. As a result, our impact on Burleigh County is profound.

Optimum Therapies' Expansion Smooth and Manageable – Thanks to LCD Group

When Optimum Therapies needed to expand its rapidly growing physical therapy practice in Bismarck, LCD Group provided an SBA 504 Loan to facilitate the expansion. Working with Bravera Bank, LCD Group secured fixed-rate financing to construct a larger clinic with more space and room to grow. Owner Collin Kudrna said, "I'm so grateful for their help in making our expansion possible."

SBA 504 Loan and NDOF Packed a One-Two Punch for Bis-Man Chiropractic's Expansion

To support the growth of Bis-Man Chiropractic and Acupuncture, LCD Group provided a tailored financing package using the SBA 504 Loan Program and the North Dakota Opportunity Fund (NDOF). This combination allowed owners Rachael and Lance Wiegel to purchase and renovate a new location in downtown Bismarck. Dr. Rachael Wiegel noted "everything fell into place" working with LCD Group.

Lewis & Clark RDC's Regional Planning Helps Revitalize Bismarck's Riverfront

Lewis & Clark RDC played a critical role in securing a \$3.9 million federal grant to support infrastructure improvements for the Bismarck Riverfront Park and Festival Grounds. This project – which enjoys bipartisan support – will create a vibrant new riverfront district, helping to create 211 jobs and leverage over \$80 million in private investment.

Those Who Work With Us, Trust Us, and Know Us Best:

Steve Allard, Kirkwood Bank & Trust, on Working with LCD Group: *"Kirkwood Bank and Trust has worked with Lewis & Clark Development for many years on numerous projects in the Bismarck region. We most recently worked with Lewis & Clark on the construction of Pro Marine's new boat dealership facility. The programs and support offered through Brent and his team at have consistently proven to be valuable to our business in being able to further provide for our customers and the wider community, offering dependable support and quality service."*

Steven Zottnick, Bravera Bank, on LCD Group's Ability to Bridge Finance Gaps: *"LCD Group has been a great partner for us as a financial institution. They continue to provide and develop programs that serve the needs of our communities, and I have been fortunate to utilize them for multiple projects. Specifically, their ability to provide interim financing on construction projects for the SBA 504 program has been key to not only helping businesses get the financing they need but also helping mitigate our risk as a bank. In addition to that, they have flexible terms as a loan participant, which allows them to help bridge a gap between what Bravera can provide for financing and what a new business has for equity."*

TJ Rooney, Security First Bank, on LCD Group Helping Bismarck Eyecare Expand: *"Bismarck Eyecare's limited space restricted the services Dr. Taya Patzman could offer to her patients. For years, she dreamed of owning her own facility with room to expand. Without LCD Group's help in securing SBA 504 financing, her dream would not have been achievable. Traditional commercial financing would have required too much cash out of pocket for her to secure and renovate the space. This move not only enables Dr. Patzman to expand her services but also helps revitalize an aging building in downtown Bismarck. LCD Group played a key role in making this happen."*



Message from the Executive Director

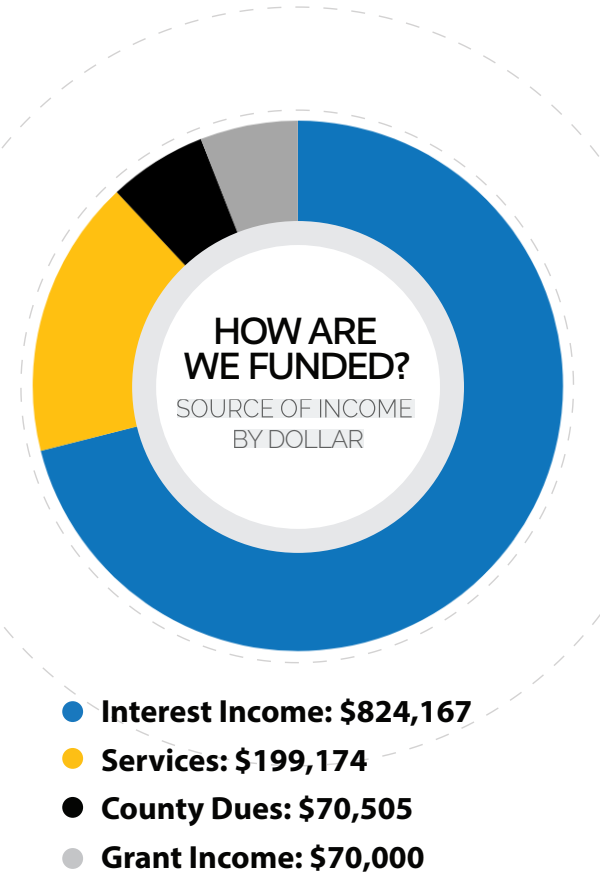


BRENT EKSTROM

Since 1969, Lewis & Clark Development Group has been a catalyst for economic development and affordable housing across south-central North Dakota. That mission continued with strength this past year as we delivered essential financing and support to businesses and communities throughout our ten-county region.

Our regional loan programs have helped launch new businesses, support expansions, and provide working capital – fueling job creation and long-term economic resilience. Through partnerships with the U.S. Small Business Administration and the North Dakota Department of Commerce, we’ve expanded access to capital via the SBA 504 Loan Program and the North Dakota Opportunity Fund. We’re also advancing food security and expanding consumer access through the Meat & Poultry Intermediary Loan Program, which enables local processors to open or expand and modernize their operations.

Housing remains a top priority. LCD Group continues to invest in both multi-family and single-family housing programs to meet growing demand for safe, affordable homes. From workforce housing to senior living, our programs support the development and rehabilitation of quality housing options for all. As we look ahead, we remain committed to developing innovative, community-driven financing solutions that build stronger, more sustainable communities throughout our region.



Lewis & Clark Development Group’s Total Impact on Burleigh County

January 1990 – September 30, 2024

\$54,155,962

All Grants & Loans

\$182,725,180

Leverage

\$236,881,142

Total Financial Impact

Return on Investment: **\$35.24** Total Return on Investment: **\$154.15**



866

Total Jobs Created or Saved



768

Total Homes / Housing Units



425

Total Projects

Supporting Rural Revitalization Through Targeted Grants



Lewis & Clark Regional Development Council continues to lead the way in **helping rural communities secure critical funding to expand services, strengthen infrastructure, and revitalize local economies.**

Lewis & Clark RDC is proud to assist counties, communities, and entrepreneurs in navigating two major grant opportunities designed for rural North Dakota.

Rural Grocery Store Sustainability Grant

Purpose: To support the sustainability of rural grocery services and co-ops, improve food access, and drive rural economic development.

Eligible Applicants: Political subdivisions, regional councils, and tribal entities serving populations of 4,500 or fewer.

Key Objectives:

- Strengthen rural food systems and supply chains
- Improve grocery quality and safety
- Encourage collaboration among community stakeholders
- Foster rural revitalization and sustainable delivery models
- Fund expansions and innovations that ensure long-term food access

Funding Details: Up to \$150,000 per eligible applicant. A 20% non-state-funded match is required (can include in-kind contributions). Projects must be completed within 18 months of the award date.

LCD Group's Assistance: LCD Group can assist applicants with business planning, match identification, and grant writing to ensure strong applications.

Application Window: Grant opened on July 9 and will close at 5:00 PM (CDT) on September 3. Awards will be announced on September 17.

Rural Catalyst Fund

The North Dakota Legislature established a Rural Catalyst Fund – **\$2.5 million grant fund** to support communities with quality-of-life improvement projects that strengthen existing community systems, organizations, and individuals, in partnership with each regional council.

Eligible Projects: Communities with a population of 4,500 or fewer residents are eligible to apply. Eligible projects include:

- Community and economic development initiatives
- Opening or maintaining rural grocery stores,
- Education
- Arts and Culture
- Health and Wellness projects