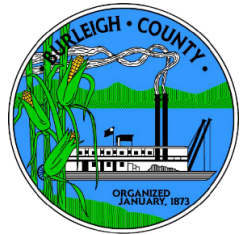




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix  
Unorganized Townships



## 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)

**December 1, 2025**

**5:00 P.M.**

*Invocation and Pledge of Allegiance presented by Chaplain.*

### COUNTY PARK BOARD

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of October 6, 2025, meeting minutes. *(Pg. 4)*
5. **PUBLIC COMMENT.** Restricted to Burleigh County residents and landowners.
6. Agreement with Bismarck Parks and Rec. *(Pg. 5)*
7. Other Business.
8. Adjourn.

### COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of November 17, 2025, meeting minutes and bills. *(Pg. 7-9)*
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
6. Consent Agenda:
  - a. Abatements. *(Pg. 10)*
  - b. Special event permits. *(Pg. 11-13)*
  - c. Second access permit request. *(Pg. 15-17)*
  - d. Tax sale waiver. *(Pg. 14)*
7. Johnathan Fortner:
  - a. Lignite Energy Council presentation.
8. Review of ETA agreement. *(Pg. 19-28)*
9. Public Health Contract Services. *(Pg. 30-36)*

10. County Planning Director Flanagan:

- a. Wentz special use permit. *(Pg. 38-42)*
- b. Ketterling Special use Permit. *(Pg. 43-46)*
- c. Gawley Final subdivision and Zoning change. *(Pg. 47-49)*
- d. BSPRA membership renewal. *(Pg. 50)*

11. County HR Director Binder:

- a. Follow-up on 2027 Auditor salary analysis. *(Pg. 52-53 & 56-57)*
- b. Approval of 2026 Holidays. *(Pg. 53 & 58-59)*
- c. Facilities Director appointment. *(Pg. 53)*
- d. Treasurer/Finance Department(s) items: *(Pg. 54)*
  - Update on job postings for the Treasurer and Finance Director.
- e. Appointment of an Interim Treasurer: *(Pg. 54 & 60-61)*
  - Authorized signor on financial accounts (Two authorized signors are needed)
  - Responsible for the day-to-day operation decisions for the Treasurer/Finance department(s).
- f. Follow-up discussion from the November 17, 2025, Commission meeting regarding hiring a temporary consultant employee: *(Pg. 54-55)*
  - Need clarification regarding scope, duties, and type of position.
- g. County Engineer Retirement.

12. County Elections Coordinator Larson:

- a. 2026 Precincts and Polling Locations. *(Pg. 63-71)*

13. Commission continued items:

- a. Garrison Diversion letter. *(Pg. 73-76)*

14. County Auditor Splonskowski:

- a. Auxiliary Board Applications. *(Pg. 78-90)*

15. Other Business.

16. Adjourn.

The next regularly scheduled Commission meeting will be on December 15, 2025.

*Mark Splonskowski*

Burleigh County Auditor

# COUNTY PARK BOARD

**BURLEIGH COUNTY PARK BOARD  
MEETING MINUTES  
OCTOBER 6<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.

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

Motion by Comm. Bakken, 2<sup>nd</sup> by Comm. Munson to approve the agenda. Commissioners Bakken, Behm, Herman, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

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

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Commissioner Munson started a discussion on the Kimball Bottoms feasibility study. Comm. Munson stated that the options are to either give it back and reclaim it or to make the required improvements which would both cost similar amounts. Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Bakken to proceed with the permitting and grant process. Nicolas Cullen from Houston Engineering provided information on the subject. Commissioners Bakken, Behm, Herman, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

No other business was presented.

Meeting adjourned.

**5:10 PM**

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Mark Splonskowski, Auditor

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Brian Bitner, Chairman



## Addenda item for December 1<sup>st</sup>, 2025 Burleigh County Park Boards Meeting

### Item of Concern

Management agreement with Bismarck Parks and Rec

### Description:

During the Bismarck Park Board Commission meeting on November 20<sup>th</sup>, the Commissioners voted 5-0 to not renew the Management Agreement of the properties owned by the County. The current 10 year agreement ends on December 31, 2025.

### What are our options?

Burleigh County can create its own Park Division, purchase equipment and hire staff to maintain the boat ramps and parks within Burleigh County.

We can assign the duties to the County Highway Department

We can Assign the duties to the County Building and Grounds maintenance staff

### Action:

None needed at this time.

I am currently assembling a list of activities required at each site. This includes everything from garbage and mowing to Corp of Engineers permits needed to dredge out the boat ramps.

My plan is to have this list ready by the February 2<sup>nd</sup> meeting with recommendations as to how to move forward.

# COUNTY COMMISSION

**BURLEIGH COUNTY COMMISSION  
MEETING MINUTES  
NOVEMBER 17<sup>th</sup>, 2025**

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

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

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

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

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

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Motion by Comm. Bakken, 2<sup>nd</sup> by Comm. Munson to approve the Susan Fred, Diane Binder, and Haylie Ryclick abatements, and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Engineer Marcus Hall presented a proposed resolution regarding the North Dakota Department of Transportation's Construction and Maintenance Agreements. Motion by Comm. Schwab, 2<sup>nd</sup> by Comm. Bakken to authorize the proper County officials to sign the annual County Federal Aid Projects Maintenance Certification. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Human Resources Director Pam Binder presented an analysis of County Auditor salaries throughout the state and discussed the County Auditor's salary for 2027. Binder recommended not putting the elected Auditor's salary on the grade/step pay scale and to set up pay levels for the newly elected Auditor based on education, experience, and other qualifications. Discussion was had. The Commission requested this item be placed on the agenda for the next regularly scheduled meeting to allow Binder to prepare a pay scale for the next Auditor.

Director Binder announced County Veterans Services Officer (VSO) Mark Landis' retirement. Landis has served the County as the VSO for twenty-two years. She said a retirement celebration would be held on

Friday, November 21<sup>st</sup>, 2025 at 2:00 PM in the 1<sup>st</sup> Floor Conference Room in the City/County Building. Binder stated that Deputy VSO Chris Berglund was promoted to VSO which was effective November 9<sup>th</sup>, 2025. Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Bakken to approve the promotion of Chris Berglund to Veterans Services Officer. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Director Binder stated that County Finance Director/Interim Treasurer Leigh Jacobs put in his resignation. She said that with this resignation the County will have an opening for the Finance Director and the Treasurer, which the latter has not been posted yet. Binder also stated that it was unclear if the County wanted to hire a Deputy Treasurer or an Accountant as well. She recommended posting both the Finance Director and the Treasurer positions. Chairman Bitner recommended the immediate placement of an Interim Treasurer, someone to act as a manager to the Finance Office, someone with which he has already had conversations with regarding this temporary role. Bitner stated that for the interim, he wants both the Treasurer and the Finance Director to report directly to the Commission. Motion by Comm. Bakken, 2<sup>nd</sup> by Comm. Munson to post the Treasurer and Finance Director positions, hire the temporary position of Interim Finance Director, and for both the Treasurer and the Finance Director to report to the Commission. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Deputy Sheriff Major Jim Hulm presented a request for a variance to the starting salary policy for the Deputy Sheriff position. Hulm stated the Sheriff has a candidate with ten years of law enforcement experience and over nine years of military experience specializing in military law enforcement. Motion by Comm. Bakken, 2<sup>nd</sup> by Comm. Munson to authorize the variance to Burleigh County policy chapter two section ten regarding starting salary. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Commissioner Munson requested the Bismarck Burleigh Public Health portfolio be assigned to a different Commissioner. Chair Bitner asked Munson hold it till the end of the year and then it would be switched with the new assignment of portfolios. Comm. Munson agreed.

Chairman Bitner started a discussion on a letter to petition the Garrison Diversion Conservancy District (GDCCD) for the County to be removed from the district. Former GDCCD Board Member Ken Royce spoke in favor of continued participation in the GDCCD. Vogel Law Firm Attorney Tami Norgard (representing the GDCCD), GDCCD District Engineer Kip Kovar, and Burleigh County GDCCD Board Member Larry Kassian provided additional information on the GDCCD. County residents Herb Grenz and Lanny Kenner spoke on the topic. Motion by Comm. Woodcox, 2<sup>nd</sup> by Comm. Munson to table the discussion on the petition to be removed from the Garrison Diversion Conservancy District until the next meeting to gather additional information. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.** Upon invitation, Comm. Bakken volunteered to meet with the GDCCD and get more information on the County's participation.

County Auditor Mark Splonskowski presented the Auxiliary Board memberships that are expiring and discussed the schedule for accepting applications. He stated that the Human Services Zone Director Chelsea Flory recommended not filling the open position on the Human Services Zone Board at this time as there is

enough Board Members. Splonskowski said that the County Planning Commission has three openings, County Housing Authority has one opening, School District Reorganization has five openings, Special Assessment Commission has one opening, and Water Management Board has three openings. Motion by Comm. Bakken, 2<sup>nd</sup> by Comm Munson to have the Auxiliary Board openings posted and to not replace the opening position on the Human Services Zone Board. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Meeting Adjourned.

**6:29 PM**

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Mark Splonskowski,  
County Auditor

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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
25-518	Robert & Sandi Dennis	2023	Lot 5, Block 6, Centennial Park 4th	100% Disabled Veteran	\$275,800	\$77,800
25-519	Robert & Sandi Dennis	2024	Lot 5, Block 6, Centennial Park 4th	100% Disabled Veteran	\$305,200	\$125,200
25-520	Conrad & Kay Deen Carlson	2023	Lot 36, Block 2, Wachter's 6th	Error in property description	\$308,400	\$284,200
25-521	Conrad & Kay Deen Carlson	2024	Lot 36, Block 2, Wachter's 6th	Error in property description	\$318,600	\$294,400
25-522	Conrad & Kay Deen Carlson	2025	Lot 36, Block 2, Wachter's 6th	Error in property description	\$327,300	\$303,100
25-530	James King	2024	Lot 6, Block 0, Shamrock Acres	70% Disabled Veteran	\$359,000	\$233,000
25-531	William & Betty Sprynczynatyk	2024	E15' of Lot 7 & W42.16' of Lot 8, Block 3, Replat of Sasse Sub	100% Homestead Credit	\$238,900	\$38,900
25-532	Wayne & Rachel Haidle	2024	Lot 1, Block 5, Southland Add Lot 18, Block 21, Southwood Terrace 2nd	50% Homestead Credit	\$494,300	\$394,300
25-533	Linda Lou Hintz	2024	Replat	50% Homestead Credit	\$329,800	\$229,800



**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 17926 (8-2025)

Permit Number

25-015

**Permit Type (check one)**

☒ Local Permit ☐ Restricted Event Permit\*

**Games Authorized**

☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker\* ☐ Twenty-One\* ☐ Paddlewheels\*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

**ORGANIZATION INFO**

Name of Organization or Group <b>UTTC Criminal Justice Club</b>		Dates Authorized (Read Instruction 2) <b>12/12/2025</b>	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Mailing Address <b>3315 University Dr</b>	City <b>Bismarck</b>	State <b>ND</b>	ZIP Code <b>58504</b>

**SITE INFO**

Site Name <b>James Henry Gymnasium</b>		County <b>Burleigh</b>	
Site Address <b>3315 University Dr.</b>	City <b>Bismarck</b>	State <b>ND</b>	ZIP Code <b>58504</b>
If the city or county is placing restrictions on the permit, please explain			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>12/12/2025 - One time event</b>			

**Permits must be issued prior to the 1st event date.**

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:

(1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.

(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

**CITY OR COUNTY CONTACT PERSON**

Printed Name of City or County Official Mark Splonskowski	Title of City or County Official Burleigh County Auditor	Telephone Number 701-712-2887	E-mail Address msplonskowski@nd.gov
Signature of City or County Official		Date	Issuing Governing Body <input type="checkbox"/> City <input type="checkbox"/> County

**City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.**



**APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT**  
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
GAMING DIVISION  
SFN 9338 (8-2025)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker\* ☐ Twenty-One\* ☐ Paddlewheels\*

\*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

**LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS**

**ORGANIZATION INFO**

Name of Organization or Group <b>UTC CRIMINAL JUSTICE CLUB</b>		Dates of Activity (Does not include dates for the sales of tickets) <b>FRIDAY, DECEMBER 12</b>	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Business Address <b>3315 UNIVERSITY DRIVE</b>	City <b>BISMARCK</b>	State <b>ND</b>	ZIP Code <b>58504</b>
Mailing Address (if different)	City	State	ZIP Code

**SITE INFO**

Site Name <b>JAMES HENRY GYMNASIUM</b>		County <b>BURLEIGH</b>	
Site Physical Address <b>3315 UNIVERSITY DRIVE</b>	City <b>BISMARCK</b>	State <b>ND</b>	ZIP Code <b>58504</b>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <b>FRIDAY, DECEMBER 12 AT 7:30PM CST UTC MEN'S BASKETBALL GAME</b>			

**PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)**

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 RAFFLE	50% OF TAKE-IN	UNKNOWN
HALF COURT SHOT	2LTRS OF SODA POP AT THE MOST 10 2LTRS	\$3.00 PER 2LTR
Total (limit \$50,000 per year)		\$

**ADDITIONAL REQUIRED INFORMATION**

Intended Uses of Gaming Proceeds <b>CRIMINAL JUSTICE CLOTHING AND ADDITIONAL ACTIVITIES</b>	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Total Retail Value: _____ (This amount is part of the total prize limit for \$50,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Printed Name of Organization Group's Permit Organizer [REDACTED]	Telephone Number [REDACTED]	E-mail Address [REDACTED]
Signature of Organization Group's Permit Organizer 	Title <b>PAR COLLEGE INSTRUCTOR</b>	Date <b>11/25/2025</b>



All Items required for this Permit have been met.

These Items are on file and can be seen upon request.

LISTED OWNER	PROPERTY ADDRESS	PARCEL ID#	Delq. Taxes + Pen. & Int	Delq. Specials + Pen. & Int.	TOTAL DELQ. AMOUNT + \$50 FEE	Sold at Auction for...
BURLEIGH COUNTY	1020 SOCORRO PL	1345-005-001	\$129.39	\$1,753.58	\$1,982.97	\$1.00
BURLEIGH COUNTY	636 E LASALLE DR	1514-005-001	\$2,205.75	\$10,396.01	\$12,701.76	\$1.00



# BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43<sup>RD</sup> AVENUE NE  
BISMARCK, ND 58503  
701-204-7748  
FAX 701-204-7749  
[www.burleigh.gov](http://www.burleigh.gov)

## Memo

Date: December 1, 2025

To: Mark Splonskowski  
County Auditor

From: Marcus J. Hall P.E.  
County Engineer

RE: Second access permit for LaMonte Mikesh

LaMonte Mikesh from 4200 Lookout Trail (Lewis & Clark Estates, Block 1, Lot 01) has requested a second access permit to his property. The first and second access approaches will be off of Lookout Trail. He wishes to have a second approach off of Lookout Trail in order to have better access to his property. We have reviewed the location of the new proposed access off of Lookout Trail and have determined that it will meet our requirements.

Please place the approval of a 2<sup>nd</sup> approach for LaMonte Mikesh on the December 1, 2025 County Board Consent Agenda.

### 2<sup>nd</sup> Approach Permits Requirements

A second approach permit shall be granted by the County Engineer unless the application does not meet one of the following criteria:

- 1) The distance between adjacent approaches and the requested approach must be larger than 100 feet (center to center distance)
- 2) The requested approach provides adequate sight distance for the given speed zone (As set forth in "A Policy on Geometric Design of Highways and Street" by AASHTO.)
- 3) The second approach meets standards set out in the existing Burleigh County Zoning Ordinance.



PARCEL ID: 51-137-80-56-01-010

OWNER: MIKESH, LAMONTE & DORIS

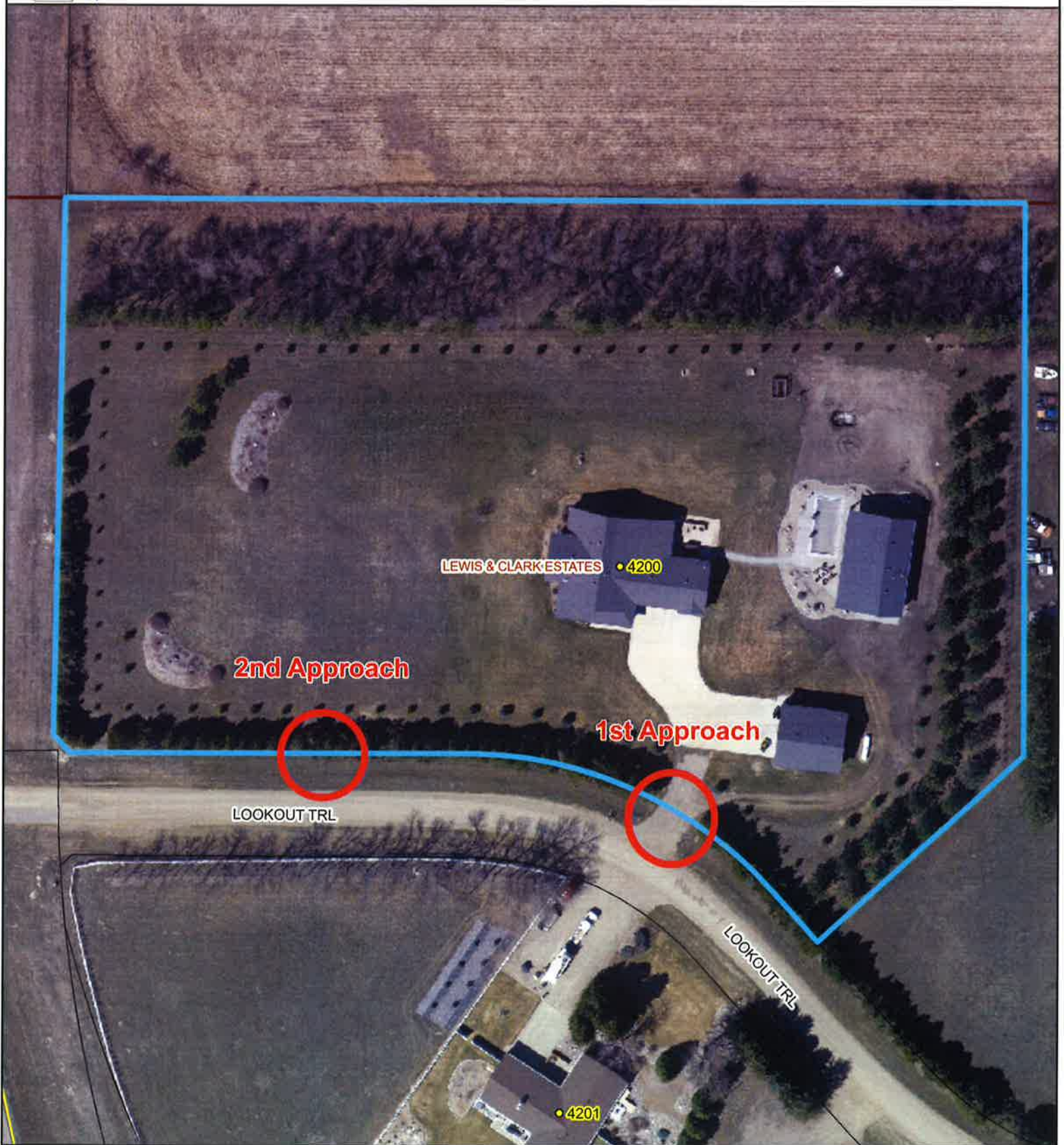
ACRES: 4.77

SITE ADDRESS: 4200 LOOKOUT TR

MAIL ADDRESS: 4200 LOOKOUT TR, BISMARCK, ND 58504

LEGAL: LEWIS & CLARK ESTATES Block 01 LOT 1 763919





PARCEL ID: 51-137-80-56-01-010

OWNER: MIKESH, LAMONTE & DORIS

ACRES: 4.77

SITE ADDRESS: 4200 LOOKOUT TRL

MAIL ADDRESS: 4200 LOOKOUT TR, BISMARCK, ND 58504

LEGAL: LEWIS & CLARK ESTATES Block 01 LOT 1 763919

# ITEM

## # 8

# **BISMARCK & BURLEIGH COUNTY EXTRATERRITORIAL JURISDICTION AGREEMENT**

## **AMENDMENT – 2**

SECOND AMENDED AGREEMENT between THE CITY OF BISMARCK, a Municipal Corporation, hereinafter referred to as “Bismarck,” and BURLEIGH COUNTY, hereinafter referred to as “Burleigh.”

WHEREAS, an initial agreement was adopted by Burleigh on September 26, 2013, and by Bismarck on October 8, 2013 that provided for an area of sole extraterritorial authority for zoning, building permitting, floodplain administration, and stormwater management and enforcement, by Bismarck, within a negotiated boundary, and an area of sole authority for zoning, building permitting, floodplain administration, and storm water management enforcement by Burleigh outside of a negotiated boundary. The First Amendment to the 2013 agreement was adopted by Bismarck on January 12, 2022, and by Burleigh on January 26, 2022. The agreement automatically renews for successive two-year terms from that point.

WHEREAS, Sections 11-33-01, 11-33.2-02, 40-47-01.1, and 40-48-18, of the North Dakota Century Code provide for the jurisdiction of Bismarck and Burleigh over the zoning and subdividing of land and generally provide that Bismarck may exercise sole extraterritorial authority within two miles of its corporate limits in any direction, and that Bismarck and Burleigh would have joint jurisdiction within any area between two miles and four miles of Bismarck’s corporate limits in any direction, and

WHEREAS, Section 54-21.3-05 of the North Dakota Century Code, Title 14, Sections 14-04-19 and 14-05-07, and Title 14.1, Section 14.1-01-01 of the Code of Ordinances of the City of Bismarck further provide for the jurisdiction of Bismarck over the issuance of building permits, the management and enforcement of storm water regulations, and the administration of floodplain regulations and generally provide that Bismarck would have sole extraterritorial authority for such activities within four miles of its corporate limits in any direction, and

WHEREAS, Bismarck and Burleigh wish to modify the extraterritorial boundary and authority between the two political subdivisions, and

WHEREAS, Section 40-47-01.1 of the North Dakota Century Code provides that the two political subdivisions may control their authority pursuant to a written agreement and that Bismarck and Burleigh have reached such agreement.

NOW, THEREFORE, IT IS AGREED between Bismarck and Burleigh that Bismarck’s sole extraterritorial zoning, subdivision, building regulation, and floodplain administration jurisdiction is shown as the area notated as “Bismarck Extraterritorial Area and Corporate Limits” in Exhibit A attached hereto and by reference made a part thereof.

IT IS FURTHER AGREED between Bismarck and Burleigh that the following practices and policies will apply during the term of this agreement:

1. Any application submitted within Bismarck’s extraterritorial jurisdiction prior to the

effective date of this agreement shall be processed to completion by Bismarck.

2. Bismarck will forward proposed subdivision plats that are located within Bismarck's extraterritorial jurisdiction to the Board of County Commissioners for the purpose of procuring approval of roadway dedications.
3. Any boundaries of a Next Generation 911 Addressing Provisioning Area shall not be affected by any changes to the boundaries of this extraterritorial area. New addresses assigned by Burleigh within Bismarck's Provisioning Area will be reported to Bismarck

IT IS FURTHER AGREED that the terms of the amended agreement shall go into effect on March 1, 2026, for a period of two years. The agreement shall automatically renew for successive two-year terms.

IT IS FURTHER AGREED that this Agreement shall supersede the prior agreements between the parties regarding extraterritorial jurisdiction executed in 2013 and 2022.

IT IS FURTHER AGREED that this agreement may be cancelled by either party upon at least a six-month written notice. This agreement may be amended at any time by written agreement of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

BY: \_\_\_\_\_  
President, Board of City Commissioners

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

ATTEST: \_\_\_\_\_  
City Administrator

ATTEST: \_\_\_\_\_  
County Auditor

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_





## MEMORANDUM

### **Bismarck-Burleigh Extraterritorial Agreement and Map**

TO: Daniel Nairn, AICP, Planning Director

FROM: Mayor Schmitz and the Bismarck City Commission

MEETING: November 13, 2025

The Bismarck City Commission and Burleigh County Commission have both agreed to pursue an amendment to the agreement governing Bismarck's Extraterritorial Area (ETA). A draft amended agreement and map are attached to this memo for consideration by both boards. The attached map is identical to the version that was approved by both boards in October. City staff have also begun discussion with Apple Creek Township board members about amending the current agreement between the City and Apple Creek Township in a similar manner.

During the October 20, 2025 Burleigh County Commission meeting, several items were included in the motion to support the changes to the ETA.

#### *Apple Creek Industrial Park*

Apple Creek Industrial Park and other nearby subdivisions northeast of the Bismarck Airport are zoned for industrial development and within the Bismarck ETA. The area would remain in the ETA under the proposed agreement. This area includes subdivisions of Apple Creek Industrial Park, Duemeland Subdivision, Duemeland's Third Subdivision, Igoe's Industrial No. 2, Igoe's Industrial No. 3, and Apple Creek Industrial Park Replat. All of these areas were originally subdivided in the 1970s through 1990s but were never annexed into the city limits.

Recent changes to the FEMA floodplain maps have removed large portions of this area from the Floodway designation, which is the most restrictive for development, to the 1% Annual Chance Flood Hazard area, which may be developed under certain conditions. City water and sewer facilities and adequate roadway access are available in the proximity of this site at the intersection of Yegan Road and Morrison Avenue. A stormwater master plan has not been adopted for this area, and one would be required to identify facilities needed to manage stormwater.

There is a feasible route for annexation of this area into the City limits and provision of city services. The primary challenge will be coordination among the 45 separate property owners in



the area on the terms and conditions of this annexation and development of infrastructure. An annexation of this area would generally be supported by the Bismarck Comprehensive Plan.

Within the next six months, Bismarck city staff will initiate notification to these property owners and work toward developing a consensus on annexation of these properties. Alternatively, if a consensus is not reached to support annexation, the properties may be served with rural water and remain outside of city limits.

Bismarck also has an interest in retaining jurisdiction of this area because of the proximity of the Bismarck Airport immediately to the southwest.

#### *Missouri Valley Complex*

Burleigh County owns a tract of land legally described as Lots 1 and 3-19, Block 1, Missouri Valley Complex within the Bismarck corporate limits with renewed interest in utilization. The Burleigh County Commission has asked for more self-determination over the development of this land. While this issue is not related to Bismarck's Extraterritorial Area, it has been raised by Burleigh County Commissioners in the context of the ETA discussion.

City staff recognize the unique aspects of this property and will commit to work with Burleigh County on meeting its development objectives. The property was recently rezoned by the City Commission from a Planned Unit Development to the P – Public zoning district. The purpose of this rezoning was to allow more flexibility for the development of this site, as long as it remained in public use or ownership.

Over the past year, City staff have engaged in conversations with the Missouri Valley Complex Committee and the County's consultant Swenson, Hagen & Co. over the preliminary plat for the Missouri Valley Complex Second Replat. We have indicated support within this site for either public roads built to city standards, owned and maintained by the City, or private roadways, as long as they remain accessible to fire apparatus, owned and maintained by the County. Likewise, utilities for water and sewer may also be either public and owned by the City of Bismarck or privately owned by Burleigh County.

To the extent allowable by state law, the City of Bismarck is open to a development agreement or joint powers agreement with Burleigh County to assign various roles and responsibilities for development within the Missouri Valley Complex.

#### *Parcel in Burnt Creek Township, Section 27*

The Burleigh County Commission referenced working with the property owner of a specific parcel of unplatted land in Section 27 of Burnt Creek Township, located north of 97<sup>th</sup> Avenue and west of 26<sup>th</sup> Avenue. City staff have discussed this property with the owner who expressed a desire to be removed from the ETA. City staff have received similar requests from other property owners in the ETA.

This land is suitable for future urban development. It is 106.56 acres of undeveloped land zoned A – Agriculture that has been designated as urban reserve within the City's ETA since 2006.

This property was accounted for in the master planning and sizing of sanitary sewer infrastructure in this sewershed. Both the Hay Creek interceptor and the Hay Creek Lift Station were sized in anticipation of flows from this property in the future. In order to serve the overall area adjacent to US Highway 83, it is likely there would be a gravity sewer extended from the south to provide municipal sewer service to the property in the future.

At the County Commission's request, City staff have worked with the property owner and evaluated the property in greater detail. We recommend no change to the proposed ETA map at this time.

#### *Next Generation 911 Provisioning Area*

In recent years, the current ETA boundary has been used as the provisioning area for Next Generation 911 addressing. The City maintains the state-mandated addressing database within this area. Staff from CenCom, City, and County agree that this boundary should not be changed to match the proposed ETA boundary. Keeping the existing provisioning area will support the stability and simplicity of the current operation and prevent the need to change if further amendments to the ETA are made. The draft agreement clarifies that this boundary will remain in place.

#### *Changes to Bismarck Planning and Zoning Commission*

The Burleigh County Commission may appoint up to three representatives who live within the ETA area to serve on the City Planning and Zoning Commission, according to NDCC 40-48-03. Additionally, Bismarck's city ordinance provides a fourth seat to be filled by a Burleigh County Commissioner.

With the proposed ETA map, there will be a dramatic reduction in the number of people living within Bismarck's ETA. The number of homes will be reduced from around 3,900 to less than 200. In light of these changes, the City Commission may consider amending Title 14 to reconstitute the Bismarck Planning and Zoning Commission to reduce the number of County appointees from four to three, the minimum mandated by state law for ETA representation. They may consider limiting the purview of these appointees to only requests within the ETA. There is also a provision in the ordinance to allow a representative from a township to vote on any items within that township, which would remain in place.

#### *Transition to County Zoning Jurisdiction*

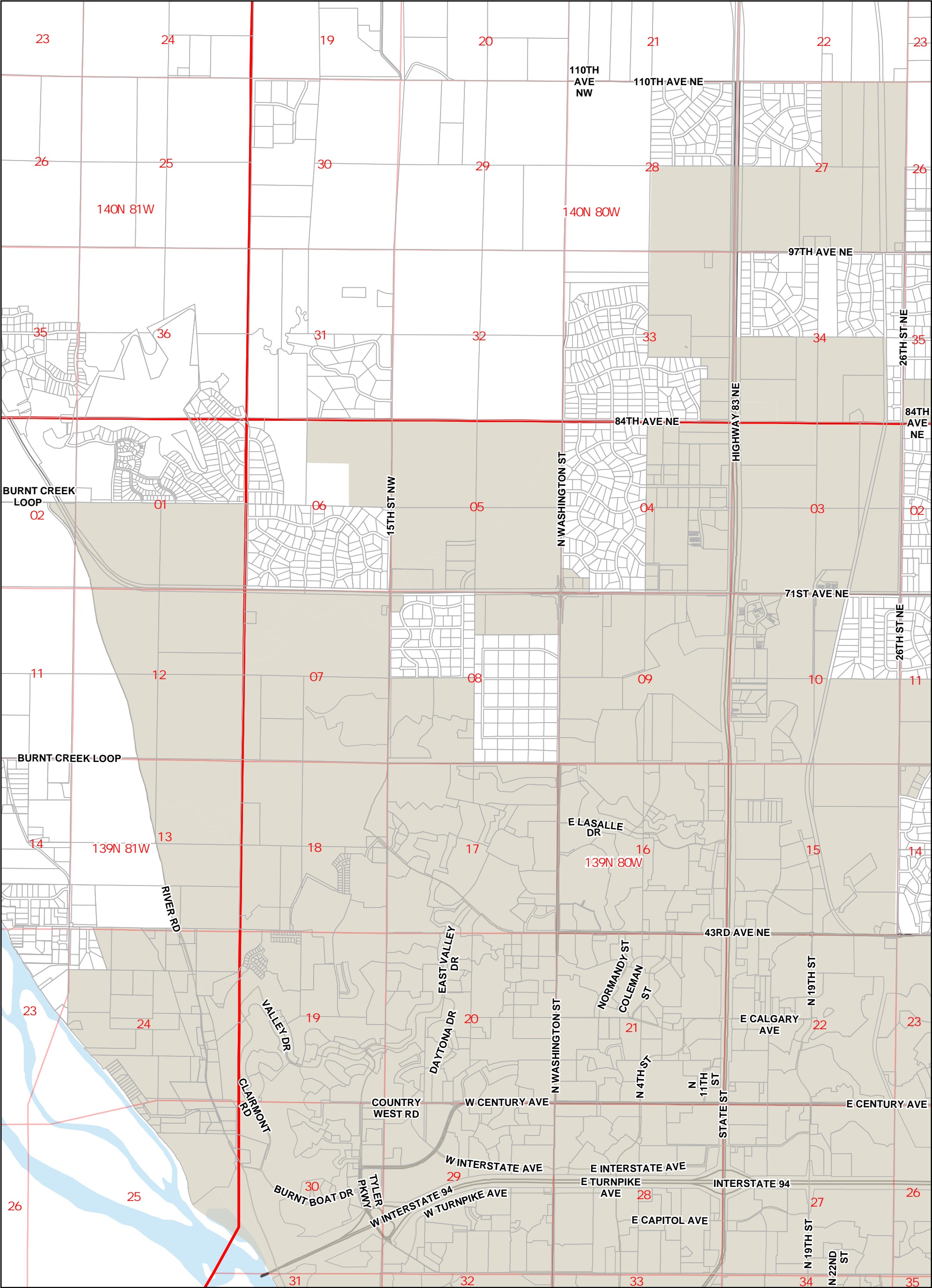
The proposed agreement sets an effective date of March 1, 2026. This is the date after which all new applications and permits would be submitted to Burleigh County within the area being removed from the ETA. The exact date can be moved at the discretion of commissioners, as long as both sides assent to it and it is adequately communicated to the public.

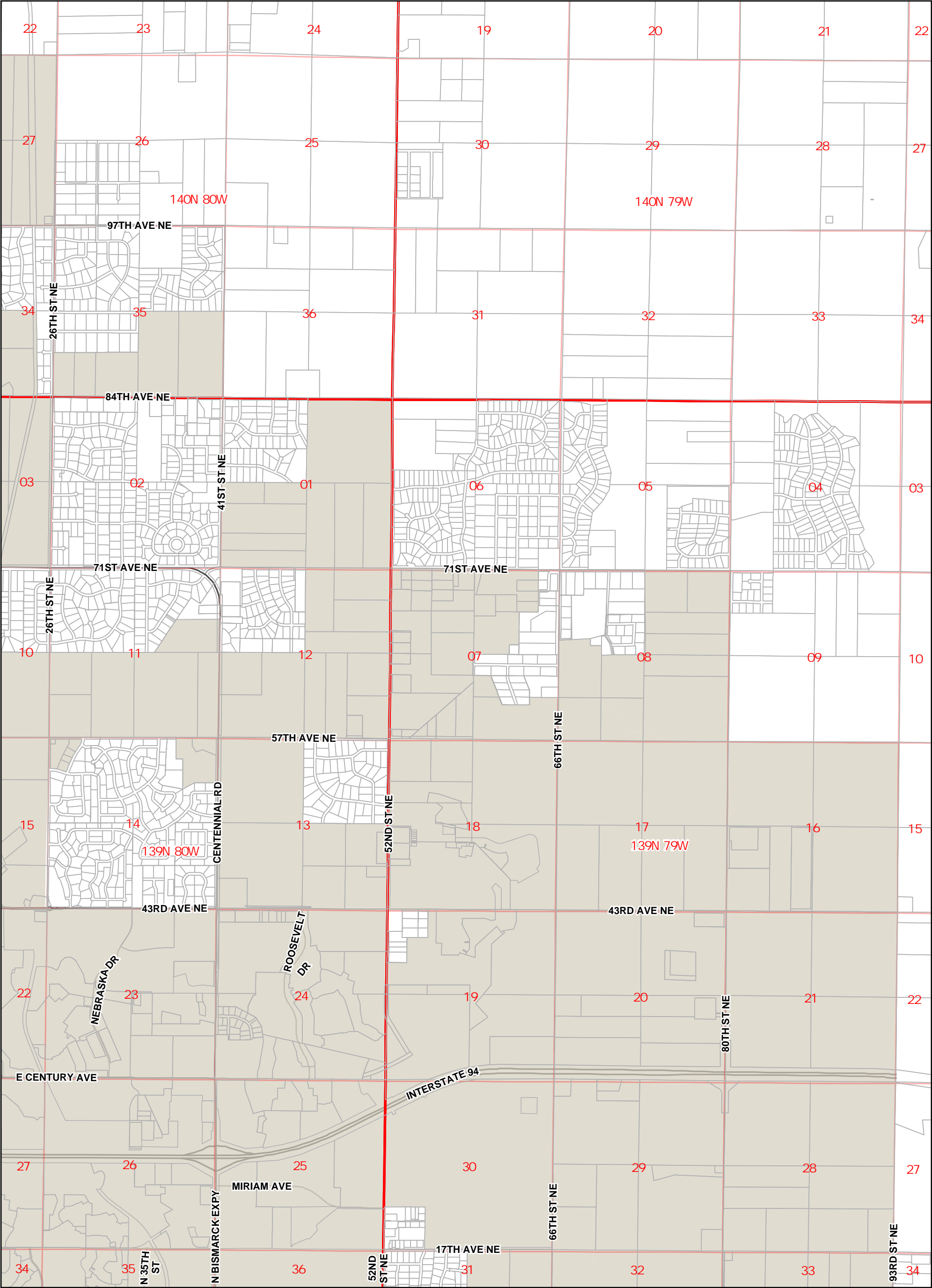
City and County staff have already been working together to make this transition as smooth as possible, and having a set date will help us organize our efforts. During the interim period, City staff will continue efforts to resolve any complaints over code violations in the areas to be removed from the ETA.

At some point, there will need to be a zoning transition public hearing where the zoning for these properties will be formally changed from a City to a County zoning district. Although this will be a decision of the County Commission, City planning staff have indicated a willingness to assist in this process if desired by the County.

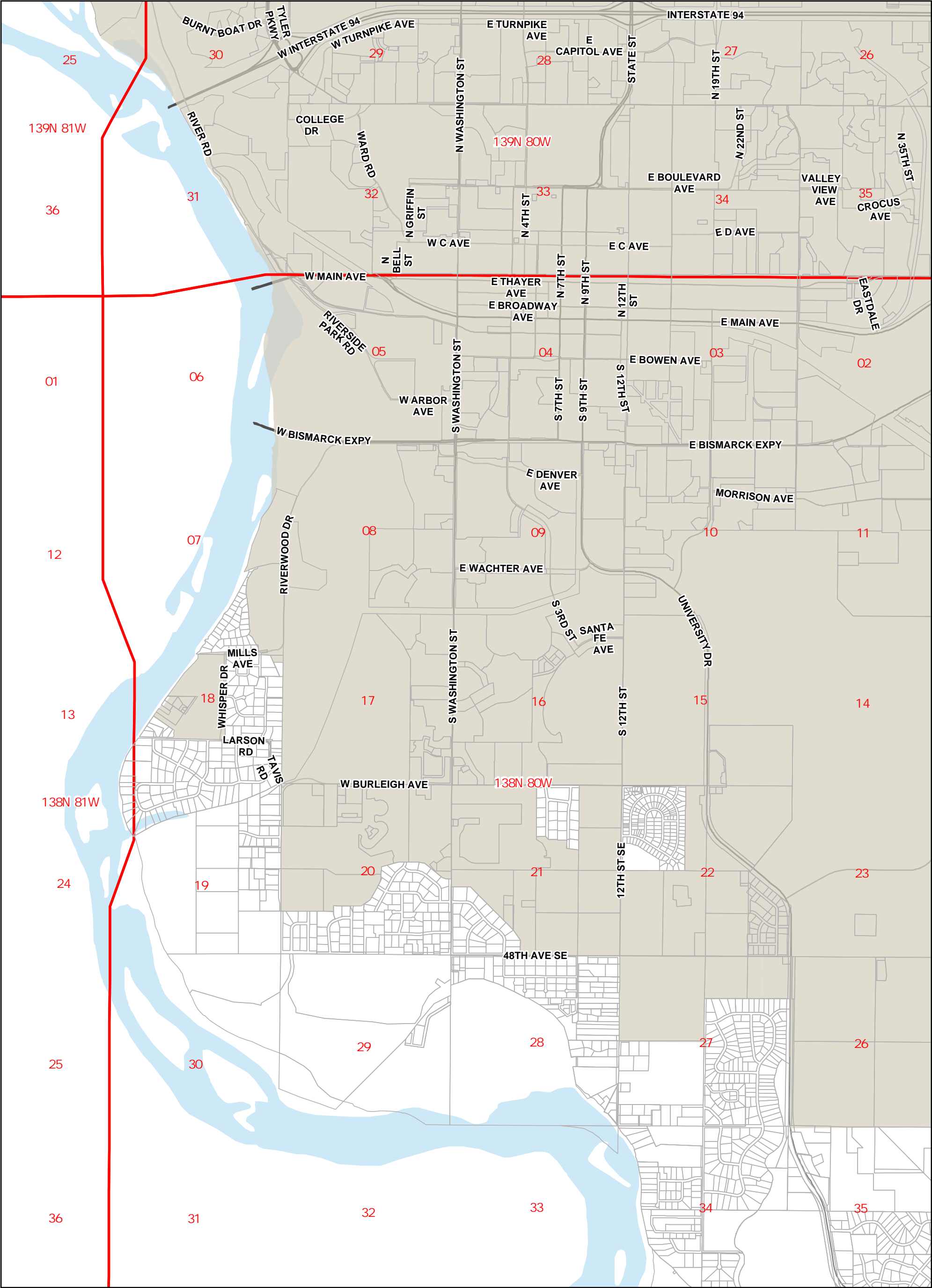
**Enclosed:**

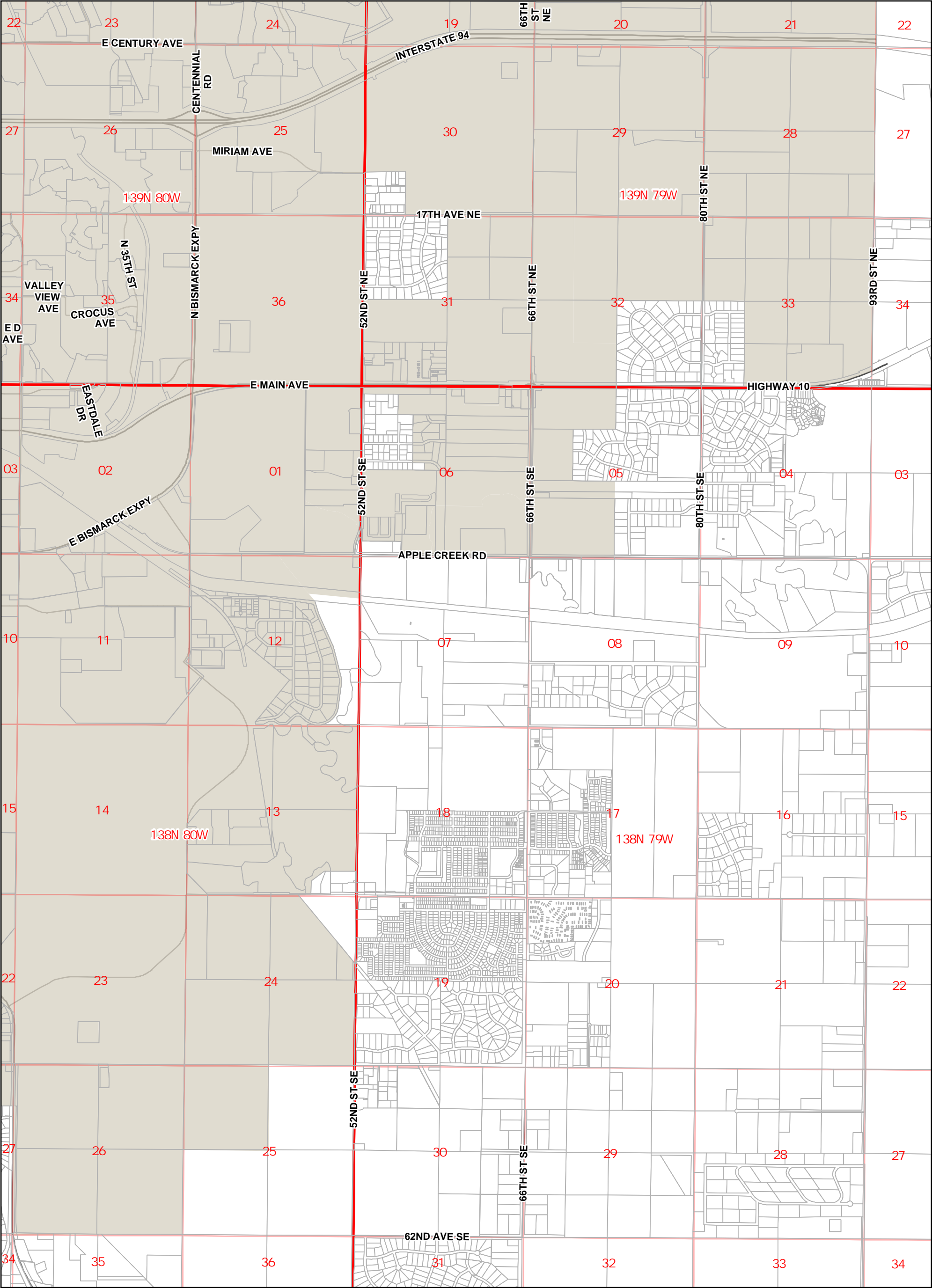
- DRAFT Bismarck-Burleigh Extraterritorial Area Agreement – Amendment 2
- DRAFT Exhibit A ETA Detail













# ITEM

## # 9



## MEMORANDUM

**DATE:** 11/18/2025  
**TO:** Mark Splonskowski, Auditor  
Burleigh County Commission  
**FROM:** City of Bismarck  
**ITEM:** 2026 Public Health Contract Services

### REQUEST:

The City of Bismarck requests direction from the Burleigh County Commission regarding the provision of public health contract services for calendar year 2026.

Please place this item on the December 1, 2025, Burleigh County Commission Agenda.

### BACKGROUND INFORMATION:

At the November 13, 2025 Bismarck City Commission meeting, the 2026 service contract between the City of Bismarck and Burleigh County was reviewed and discussed. City Administration was directed to formally clarify Burleigh County's intent for public health service delivery in 2026.

During prior Burleigh County Commission meetings, Commissioners indicated an interest in establishing an independent Burleigh County public health department. To allow for appropriate planning, staffing, budgeting, and compliance with state law, we are requesting that the County Commission determine which of the following paths it intends to pursue for 2026:

1. Continue a contract for service agreement with the City of Bismarck for public health services in 2026, maintaining the current level of service at the amount approved in the Burleigh County 2026 budget (\$600,310);
2. Pursue a Joint Powers Agreement for public health services, forming a joint board of health under North Dakota Century Code 23-35; or
3. Allow the current contract for service agreement to expire on December 31, 2025, with Burleigh County assuming responsibility for meeting all public health service requirements independently beginning January 1, 2026.
  - a. If this option is chosen, the County may contract with the City of Bismarck for specific services required to meet statutory public health requirements under North Dakota Century Code 23-35.

Clear direction is necessary to ensure a smooth transition, whether maintaining current arrangements or preparing for a County-administered public health unit.

**REQUEST:** Provide direction for provision of public health services in Burleigh County for 2026.

## 2026 CONTRACT FOR PROVISION OF PUBLIC HEALTH SERVICES

THIS AGREEMENT is between the City of Bismarck (**Bismarck**) and Burleigh County (**Burleigh**) collectively known as the "Parties".

### PRELIMINARY STATEMENT

**Bismarck** is a home rule city organized and operated under a Home Rule Charter pursuant to Chapter 40-05.1, North Dakota Century Code. **Burleigh County (Burleigh)** is a county organized and operated pursuant to Title 11 of the North Dakota Century Code.

The Parties have the authority to enter into a Joint Powers Agreement pursuant to Section 54.40.3-01, North Dakota Century Code and Article VII, Section 10 of the North Dakota Constitution. The Parties each have the authority to provide public health services.

FOR VALUABLE CONSIDERATION and pursuant to NDCC Chapter 54-40.3, Article VII, Section 10, North Dakota Constitution, and NDCC Section 23-35-04 which allows Burleigh and Bismarck to enter into an agreement to provide health services to Burleigh and the cities throughout Burleigh which do not have a public health unit, the parties agree as follows (the "Agreement"):

1. Purpose. Burleigh and Bismarck hereby enter into this Agreement in accordance with state statute to provide public health services in Burleigh and in the cities throughout Burleigh which do not have a public health unit.
2. Authority. Bismarck has the authority under NDCC Chapter 23-35 to form and operate a public health department and to provide public health services. Burleigh has the authority under NDCC Section 23-35-04(2) to enter into an agreement, with a city public health department, that complies with NDCC Chapter 54-40.3, for the provision of health services within the county and in cities throughout the county which do not have public health services. The Parties, pursuant to the authority contained in NDCC Chapter 54-40.3 and North Dakota Constitution Article VII, Section 10 and the above listed sections hereby enter into this Agreement for the provision of health services in Burleigh and cities in Burleigh that do not have public health services.
3. Financial Administration. **Burleigh** will pay to **Bismarck** an annual sum billed in equal monthly payments, in return for the provision of services by Bismarck-Burleigh Public Health as set forth below. **The total contract amount for 2026 is \$600,310.**

4. Contracts. All contracts, grant applications, or grant acceptances regarding the normal operations of Bismarck-Burleigh Public Health shall be approved by Bismarck. Any grant funds awarded to Bismarck-Burleigh Public Health shall be applied to programs for the benefit of both rural Burleigh and Bismarck residents.
5. General Administration-Committee. The general administration of this Agreement shall be under the supervision of a committee (the Committee) made up of the Burleigh County Auditor, the Bismarck City Administrator, and the Director of Bismarck-Burleigh Public Health. The Committee is not an independent entity. It is an administrative entity without separate legal existence from its constituent members. The committee shall have no decision-making authority regarding the operation of Bismarck-Burleigh Public Health. The committee's primary responsibility shall be mediating and addressing any issues that may arise in the provision of services under this Agreement. Reports concerning the proposed disposition of issues arising under this Agreement shall be reported to each governing body for final disposition.
6. Services. Under this Agreement, public health services provided in rural Burleigh County by Bismarck-Burleigh Public Health will include, but are not limited to, the core functions outlined in ND Century Code 23-35-02.
7. Relationship of Parties: This Agreement shall not be construed to create any form of any employment relationship between Burleigh and Bismarck-Burleigh Public Health, or any person designated by Bismarck-Burleigh Public Health under the provisions of this Agreement. It is the intention of the parties hereto to maintain separate and distinct organizations, and Bismarck-Burleigh Public Health through its designated employees shall at all times be acting as an independent contractor in providing services to and for the benefit of Burleigh. Bismarck-Burleigh Public Health shall be responsible to control and supervise all of its employees and to pay compensation to or for the employees of all wages, salaries, taxes, withholding payments, fees, as well as other benefits or compensation to any pension or retirement plans. Bismarck-Burleigh Public Health shall not claim that Burleigh is responsible for the payment of any of the foregoing payments, withholdings, contributions, or taxes in relationship to its designated employees.
8. Effective Date. This Agreement shall become effective upon signature of all of the parties.

9. Term. The term of this Agreement is from **January 1, 2026, through December 31, 2026** subject to cancellation by either Burleigh County or the City of Bismarck upon 60 days' notice.

10. This Agreement supersedes and replaces the AGREEMENT FOR PROVISION OF PUBLIC HEALTH SERVICES FOR BURLEIGH COUNTY BY THE CITY OF BISMARCK PUBLIC HEALTH or any other agreement for the provision of public health services currently in affect between the Parties.

**BURLEIGH COUNTY**

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

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

Attest:

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

**CITY OF BISMARCK**

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

\_\_\_\_\_  
Michael T. Schmitz, President  
Board of Bismarck City Commissioners  
City of Bismarck

\_\_\_\_\_  
Renae A. Moch, Director  
Bismarck-Burleigh Public Health

Attest:

\_\_\_\_\_  
Jason Tomanek, Administrator  
City of Bismarck

# Public Health Service Agreement

## Q&A Summary

### 1. What is the current status of the contract for public health services between City of Bismarck and Burleigh County?

The current contract between the City of Bismarck and Burleigh County for public health services is effective January 1 through December 31, 2025. It does not automatically renew. If either party wishes to terminate before that date, a 60-day written notice must be provided, as outlined in Section 9 of the agreement.

### 2. What happens if no new agreement is signed by December 31, 2025?

If both parties do not execute a new contract, the current contract automatically expires on December 31, 2025.

At that point:

- The City of Bismarck would continue operating its public health department under its own statutory authority and jurisdiction.
- Burleigh County would no longer be contracting for public health services through the City and would need to either:
  - Establish its own county public health department, or
  - Enter into a new agreement with another jurisdiction to ensure all land in Burleigh County remains in a recognized public-health unit.
- Financial responsibility for public health services would revert to each entity independently.

### 3. Can Burleigh County establish its own Public Health Department?

**Yes.** Under NDCC 23-35-03 and 23-35-04, Burleigh County may establish its own public health department. To do so, it must:

- Formally create a County Board of Health;
- Appoint a local health officer; and
- Provide all core public-health functions required by state law (communicable-disease control, chronic-disease and injury prevention, environmental health, maternal and child health, and access to care).

Creating a new county health department would require substantial administrative setup, staffing, and funding to meet state and federal compliance and HIPAA privacy and security standards.

### 4. Would a Burleigh County Public Health Department serve Bismarck residents?

**No.** A County public health department would not automatically serve Bismarck residents.

If the City continues to operate its own department:

- Each entity would have separate governance, jurisdiction, and budgets.
- The County department would serve only unincorporated Burleigh County and smaller municipalities under County jurisdiction (Lincoln, Menoken, Sterling, Wing, Regan, etc.).

**5. Currently, who has governance authority over Bismarck-Burleigh Public Health (BBPH)?**

Governance rests with the Bismarck City Commission, which serves as the City Board of Health under NDCC 23-35-03. Burleigh County's role is contractual and financial only, it funds and receives services through contract for services agreement but has no operational or policy authority over BBPH.

**6. What is the Public Health Director's reporting structure?**

**The Public Health Director is a civil servant who reports to the Bismarck City Administrator**, a position appointed by and accountable to the Bismarck City Commission, which also serves as the City Board of Health under NDCC 23-35-03. This structure ensures that the department's operations are professionally managed within the City's administrative framework, while policy direction and oversight remain with the City Commission.

**7. Can Burleigh County legally have a Board of Health under the current structure?**

**No.** Not under the current contract for services agreement with the City of Bismarck. Under NDCC 23-35-03 and 23-35-04, a county may only establish its own Board of Health if it has formed its own public health department. Because Burleigh County does not currently operate an independent health unit and instead contracts with the City of Bismarck for public health services, it does not have statutory authority to maintain a separate Board of Health.

Currently, Bismarck-Burleigh Public Health (BBPH) is recognized as the official public health unit for both the City and County. The City Commission, acting as the City Board of Health, assumes all powers and duties of a local board of health under state law.

For Burleigh County to lawfully have its own Board of Health, it would need to:

- Formally create a County public health department,
- Appoint a County Board of Health, and
- Hire a local health officer and public health staff to fulfill all required core functions outlined in ND Century Code.

Until those steps are taken, any reference by Burleigh County to a "Board of Health" is informal only and has no legal authority under Chapter 23-35.

**8. Why do Fargo and Grand Forks have separate Boards of Health if they are also City Departments?**

Fargo Cass Public Health and Grand Forks Public Health operate under formal Joint Powers Agreements (JPAs) established pursuant to NDCC 54-40.3, which create shared governance structures between the City and County.

**Under these agreements:**

- The City provides and manages public health services as the operating agency.

- The County participates in governance through appointments to a Joint Board of Health, which oversees policy and direction.
- The Board of Health functions as a governing, not advisory, body representing both jurisdictions.

For example, the Grand Forks JPA (2019) explicitly forms a joint entity for the “exercise of joint powers for the provision of public health services within Grand Forks County,” with shared decision-making, joint confirmation of the health officer, and regular reporting to both governing bodies.

In contrast, Bismarck-Burleigh Public Health (BBPH) operates under NDCC 23-35-04(2) as a contractual service agreement, not a joint powers entity.

- The City Commission serves as the sole Board of Health and governing body.
- The County’s role is limited to funding and contracting; it has no governing authority.

**In short: Fargo and Grand Forks use JPAs that create joint Boards of Health for shared governance. Bismarck operates under a service contract, where the City Commission alone serves as the Board of Health.**

**9. What happens if Burleigh County does not maintain or join a recognized public health unit?**

Under NDCC 23-35-13, all land in North Dakota must be part of a recognized public-health unit. If the County fails to comply, it may be subject to a Class B misdemeanor for not ensuring that residents fall under a lawful board of health or health officer.



# ITEM

## # 10

# BURLEIGH COUNTY

## STATE OF NORTH DAKOTA

Building and Planning Department  
221 N. 6<sup>th</sup> Street  
Bismarck, North Dakota 58506  
Phone: 701-221-3727

PERMIT NO. SUP 25-005

BURLEIGH COUNTY SPECIAL USE PERMIT to allow the placement a oversized accessory structure in Burleigh County, North Dakota.

The Burleigh County Board of Commissioners has granted a Special Use Permit to allow the placement of a 2,808 sq./ft. accessory building in Hay Creek Township, Hoge Island Estates Block 02 Lot 2, Burleigh County, North Dakota

This Special Use Permit is subject to the following conditions:

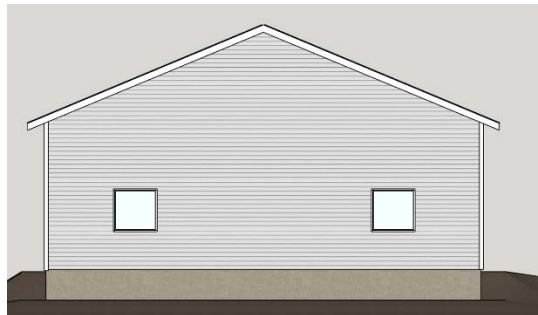
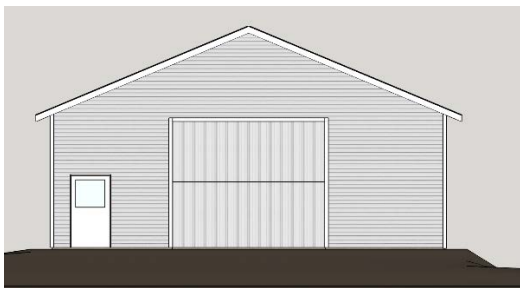
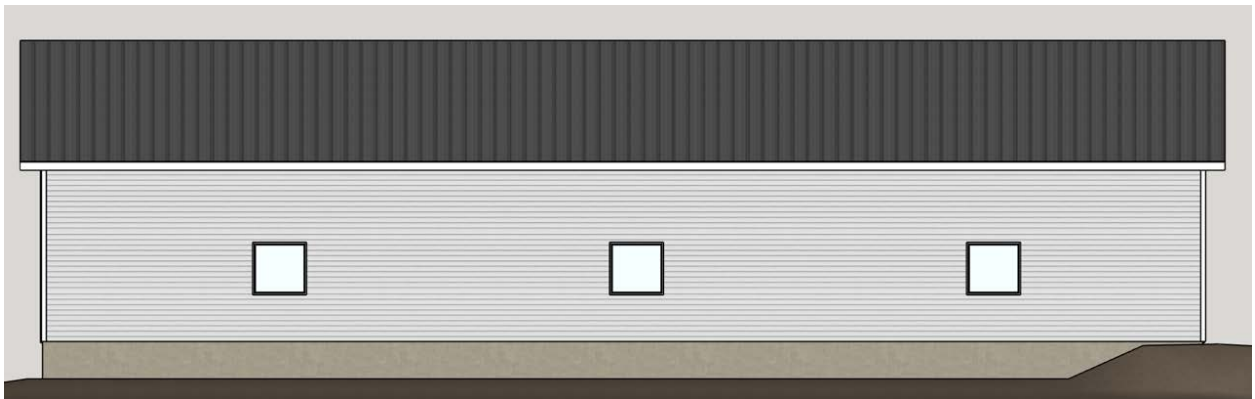
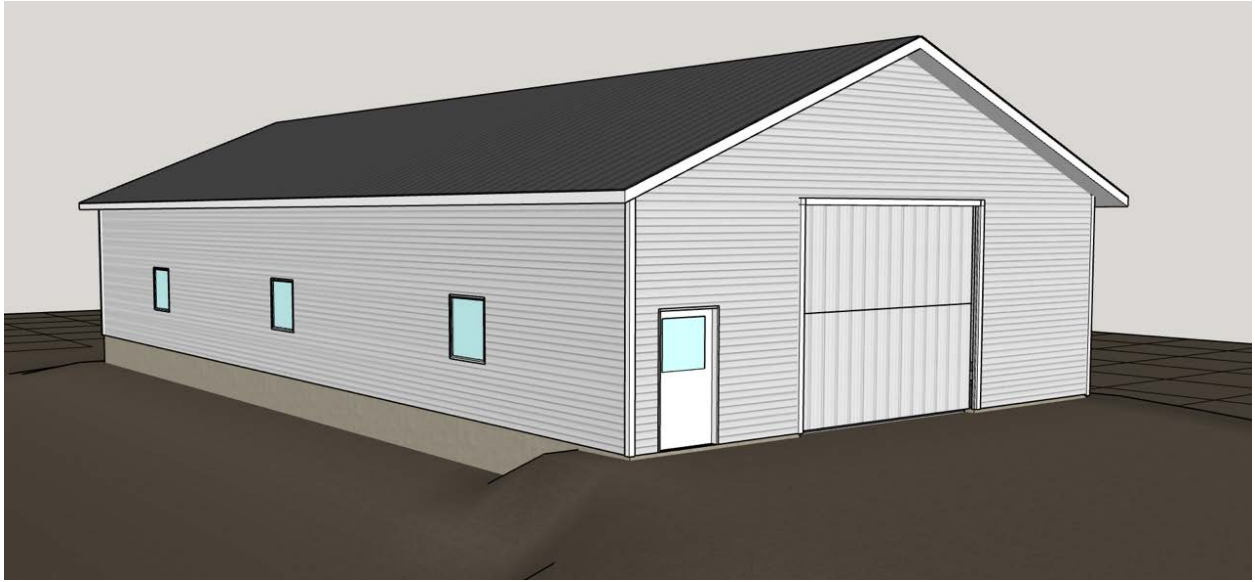
Placement of a 2,808 sq./ft. Accessory Building prior to the principle structure at the above-described property to store personal and landscaping equipment only. No onsite retail sales may be conducted.

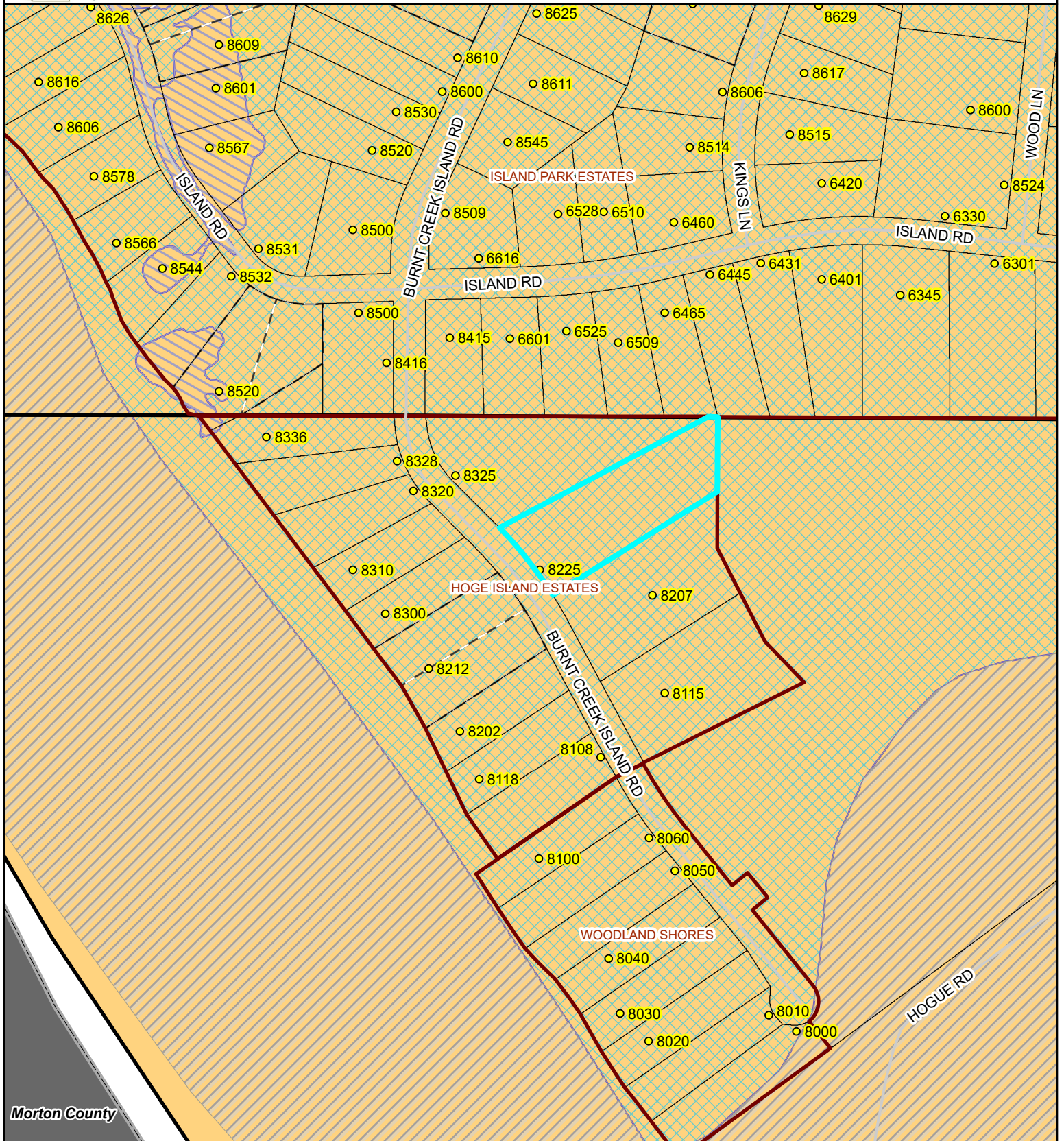
Approved by the Board of Burleigh County Commissioners on: December 1, 2025

Attest:

---

Mark Splonskowski  
Burleigh County Auditor





PARCEL ID: 31-139-81-23-02-020      OWNER: WENTZ TREES LLC      ACRES: 2.501  
 SITE ADDRESS: 8225 BURNT CREEK ISLAND RD  
 MAIL ADDRESS: 8212 BURNT CREEK ISLAND RD, BISMARCK, ND 58503  
 LEGAL: HOGE ISLAND ESTATES Block 02 LOT 2 663758







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

[burleighcobuilding@nd.gov](mailto:burleighcobuilding@nd.gov)  
701-221-3727

To: Burleigh County Commission.

Re: Recommendations from the November 10, 2025, meeting of County Planning Commission

Date: 11-24-2025

From: Mitch Flanagan, Burleigh County Planning Director.

ITEM 1

Wentz Special Use Permit

Legal Description: HOGE ISLAND ESTATES Block 02 LOT 2  
Property Address: 8225 Burnt Creek Island Road, Bismarck ND. 58503  
Hay Creek Township

Burleigh County Staff met with Brian Wentz who is intending to build an accessory structure 36' x 78, 2,808 sq./ft. prior to the principle structure. Article 6 Section 1. J. states:

*Construction of a garage or storage building in any R1 or A district is allowed prior to the construction of the principal dwelling provided the following conditions are met:*

- a. Petition waving any objection to the proposed outbuilding is signed by percent (60%) of all owners of land within one-quarter (1/4) mile of the request,*
- b. Limitation of the garage or shed constructed pursuant to this section to one structure of no more than one thousand-two hundred (1,200) square feet for lots less than ten (10) acres in size.*

Because he is requesting 1,208 sq./ft. more than the 1,200 Sq./Ft. allowance, he will need a special use permit. Mr. Wentz has a small nursery where plants/trees/shrub and intends to use the building to store equipment only. There will be no onsite retail sales allowed within the scope of the SUP.

- At the public hearing, it was recommended to approve the Special Use Permit by a vote of 4-3.

ACTION REQUESTED

Based on supporting documents and findings of the Planning Commission, it is recommended to approve Ketterling Special Use Permit.

Attachments: Ex. 1. 8225 Building Drawings  
Ex. 2. 8225 Site Location map  
Ex. 3. 8225 Site Plan  
Ex. 4. SUP Wentz 2025-005



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

[burleighcobuilding@nd.gov](mailto:burleighcobuilding@nd.gov)  
701-221-3727

To: Burleigh County Commission.

Re: Recommendations from the November 12, 2025, meeting of County Planning Commission

Date: 11-24-2025

From: Mitch Flanagan, Burleigh County Planning Director. *uk*

ITEM 1

Ketterling's Special Use Permit

Legal Description: LEWIS & CLARK ESTATES Block 01 LOT 4 809589  
Property Address: 4420 Lookout Trail, Bismarck ND. 58504.  
Fort Rice Township

Burleigh County Staff met with Keith Ketterling regarding building a 64' X 120' sf winter riding arena for personal use. Currently, the Burleigh County Zoning Ordinance allows 4%- lot coverage for all accessory buildings.

- Sq./Ft. allowance= 4.21 ac x 43,560= 183,387 x 4% = 7,335.5' sq./ft. allowed
  - Proposed building: 7,680 sq./ft.
  - There is an existing 1,600 sq./ft. pole barn.
  - $7,680 + 1,600 = 9,280 \text{ sq./ft.} - 7,335 = 1,944.5'$
  - The request to allow an increase of 1,944.5 sq./ft..
- 
- At the 11-12-2025 public hearing, there was recommendation to approve the Special Use Permit by a vote of 5-2.

ACTION REQUESTED

Based on supporting documents and findings of the Planning Commission, it is recommended to approve Ketterling Special Use Permit.

Attachments: Ex. 1. 4420 Site Plan.  
Ex. 2. 4420 Location Map  
Ex. 3. SUP Ketterling 2025-006



PARCEL ID: 51-137-80-56-01-040      OWNER: KETTERLING, KEITH & JAN      ACRES: 4.21  
SITE ADDRESS: 4420 LOOKOUT TRL  
MAIL ADDRESS: 4420 LOOKOUT TRL, BISMARCK, ND 58504-4217  
LEGAL: LEWIS & CLARK ESTATES Block 01 LOT 4 809589





PARCEL ID: 51-137-80-56-01-040

OWNER: KETTERLING, KEITH & JAN

ACRES: 4.21

SITE ADDRESS: 4420 LOOKOUT TRL

MAIL ADDRESS: 4420 LOOKOUT TRL, BISMARCK, ND 58504-4217

LEGAL: LEWIS & CLARK ESTATES Block 01 LOT 4 809589

# BURLEIGH COUNTY

## STATE OF NORTH DAKOTA

Building and Planning Department  
221 N. 6<sup>th</sup> Street  
Bismarck, North Dakota 58506  
Phone: 701-221-3727

PERMIT NO. SUP 25-006

BURLEIGH COUNTY SPECIAL USE PERMIT to allow the construction of 7,680 sq./ft. accessory structure in Burleigh County, North Dakota. The Burleigh County Board of Commissioners has granted a Special Use Permit to allow the construction of 7,680 sq./ft. accessory structure located at Block 01 LOT 4 Lewis & Clark Estates, Fort Rice Township, Burleigh County, North Dakota

This Special Use Permit is subject to the following conditions:

1. Begin construction of a 7,680 sq./ft. accessory building within one-year from time of issuance at the above-described property.
2. Building is to be used as a private-use riding arena- no public events would be allowed

Approved by the Board of Burleigh County Commissioners on: December 1, 2025

Attest:

---

Mark Splonskowski  
Burleigh County Auditor



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

[burleighcobuilding@nd.gov](mailto:burleighcobuilding@nd.gov)  
701-221-3727

To: Burleigh County Commission.

Re: Recommendations from the November 10, 2025, meeting of County Planning Commission

Date: 11-26-2025

From: Mitch Flanagan, Burleigh County Planning Director. lll

**ITEM 1**

**Gawley Final Subdivision and Zone Change**

Legal Description: Tract C of the NW ¼, Section 6, Township 139, Range 79W  
Property Address: No 911 Address Gibbs Township

In August, Burleigh County staff met with Swenson Hagen & Company to discuss platting 10 acres from a 40 acre parcel to build a single family dwelling. Staff also recommended a zoning change from A-Agricultural to R1-Rural Single Family Residential due the lot being less than 10 acres. On October 8<sup>th</sup>, the Planning Commission recommended a public hearing for the preliminary plat.

At the 11-10-2025 public hearing, it was recommended to approve the final plat and zone change from A-Agriculture to R1 by a vote of 7-0.

**ACTION REQUESTED**

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

Attachments: Ex. 1 Gawley Subdivision Final Plat.  
Ex. 2 Site Location.



DESCRIPTION

BEING A REPLAT OF TRACT C, PART OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 139 NORTH, RANGE 79 WEST, BURLEIGH COUNTY, NORTH DAKOTA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF TRACT D OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 139 NORTH, RANGE 79 WEST; THENCE NORTH 00 DEGREES 38 MINUTES 29 SECONDS EAST, A DISTANCE OF 335.66 FEET TO THE SOUTH LINE OF THE NORTH 1/2 OF THE NORTH 1/2 OF SAID NW 1/4; THENCE SOUTH 89 DEGREES 34 MINUTES 56 SECONDS EAST, ON SAID SOUTH LINE, A DISTANCE OF 1249.73 FEET TO THE WEST LINE OF COUNTRY CREEK FIFTH SUBDIVISION; THENCE SOUTH 00 DEGREES 38 MINUTES 29 SECONDS WEST, ON SAID WEST LINE, A DISTANCE OF 361.46 FEET TO THE NORTH LINE OF SAID TRACT D; THENCE NORTH 88 DEGREES 23 MINUTES 58 SECONDS WEST, ON SAID NORTH LINE, A DISTANCE OF 1249.89 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED TRACT CONTAINS 10.00 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, TERRY BALTZER, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, HEREBY CERTIFY THAT THE SHOWN PLAT IS A TRUE COPY OF THE NOTES OF A SURVEY PERFORMED UNDER MY SUPERVISION AND COMPLETED ON SEPTEMBER 9, 2025, THAT ALL INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT ALL MONUMENTS SHOWN HEREON ARE CORRECT, THAT ALL REQUIRED MONUMENTS HAVE BEEN SET, AND THAT ALL DIMENSIONAL AND GEODETIC DETAILS ARE CORRECT.

SWENSON, HAGEN & CO. P.C.  
909 BASIN AVENUE  
BISMARCK, NORTH DAKOTA  
58504

TERRY BALTZER  
PROFESSIONAL LAND SURVEYOR  
N.D. REGISTRATION NO. 3595

APPROVAL OF COUNTY PLANNING AND ZONING COMMISSION

THE COUNTY PLANNING AND ZONING COMMISSION HEREBY APPROVES GAWLEY SUBDIVISION, AS SHOWN ON THE PLAT. THIS PLAT WAS DONE IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH DAKOTA, THE COMPREHENSIVE PLAN AND ORDINANCES OF THE COUNTY OF BURLEIGH AND REGULATIONS ADOPTED BY SAID PLANNING AND ZONING COMMISSION.

THE FOREGOING ACTION OF THE COUNTY PLANNING AND ZONING COMMISSION OF BURLEIGH COUNTY, NORTH DAKOTA, WAS TAKEN BY RESOLUTION APPROVED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2025

DENNIS AGNEW -- CHAIRMAN

MITCH FLANAGAN -- SECRETARY

APPROVAL OF BOARD OF COUNTY COMMISSION

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF BURLEIGH, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND AS SHOWN ON THE PLAT, HAS ADOPTED THE DEDICATION OF ALL STREETS SHOWN THEREON, HAS APPROVED THE GROUNDS AS SHOWN ON THE PLAT AS AN AMENDMENT TO THE MASTER PLAN OF BURLEIGH COUNTY, NORTH DAKOTA, AND DOES HEREBY VACATE ANY PREVIOUS PLATTING WITHIN THE BOUNDARY OF THE PLAT.

THIS PLAT WAS DONE IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH DAKOTA, THE COMPREHENSIVE PLAN AND ORDINANCES OF THE COUNTY OF BURLEIGH.

THE FOREGOING ACTION OF THE BOARD OF COUNTY COMMISSIONERS OF BURLEIGH COUNTY, NORTH DAKOTA, WAS TAKEN BY RESOLUTION APPROVED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

BRIAN BITNER -- CHAIRMAN

ATTEST: MARK SPLONSKOWSKI  
BURLEIGH COUNTY AUDITOR

APPROVAL OF COUNTY ENGINEER

I, MARCUS J. HALL, COUNTY ENGINEER OF THE COUNTY OF BURLEIGH, NORTH DAKOTA, HEREBY APPROVE THIS PLAT OF GAWLEY SUBDIVISION, BURLEIGH COUNTY, NORTH DAKOTA AS SHOWN ON THIS PLAT.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

MARCUS J. HALL, P.E.  
COUNTY ENGINEER

OWNER'S CERTIFICATE & DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT TRENT PETERSON AND LISA PETERSON, BEING THE OWNERS AND PROPRIETORS OF THE PROPERTY SHOWN HEREON HAVE CAUSED THAT PORTION DESCRIBED HEREON TO BE SURVEYED AND PLATTED AS "GAWLEY SUBDIVISION", BURLEIGH COUNTY, NORTH DAKOTA, AND DO SO DEDICATE RIGHT-OF-WAY AS SHOWN HEREON INCLUDING ALL SEWER, CULVERTS, AND OTHER PUBLIC UTILITY LINES WHETHER SHOWN HEREON OR NOT TO THE PUBLIC USE FOREVER.

THEY ALSO DEDICATE EASEMENTS TO BURLEIGH COUNTY TO RUN WITH THE LAND, FOR GAS, ELECTRIC, TELEPHONE OR OTHER PUBLIC UTILITIES OR SERVICES ON OR UNDER THOSE CERTAIN STRIPS OF LAND DESIGNATED HEREON AS UTILITY EASEMENTS.

STATE OF \_\_\_\_\_ DAKOTA)  
COUNTY OF \_\_\_\_\_ )

TRENT PETERSON  
1429 W WATERSTONE DR  
SIOUX FALLS, SD 57108

ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, BEFORE ME PERSONALLY APPEARED TRENT PETERSON,, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

NOTARY PUBLIC  
BURLEIGH COUNTY, NORTH DAKOTA  
MY COMMISSION EXPIRES \_\_\_\_\_

STATE OF \_\_\_\_\_ DAKOTA)  
COUNTY OF \_\_\_\_\_ )

LISA PETERSON  
1429 W WATERSTONE DR  
SIOUX FALLS, SD 57108

ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, BEFORE ME PERSONALLY APPEARED LISA PETERSON, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND SHE ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME.

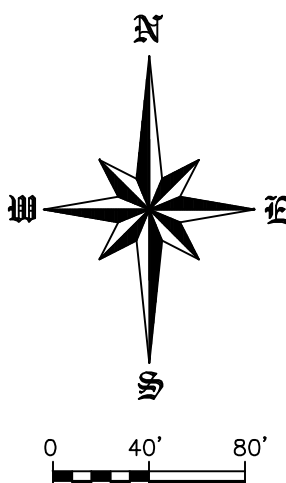
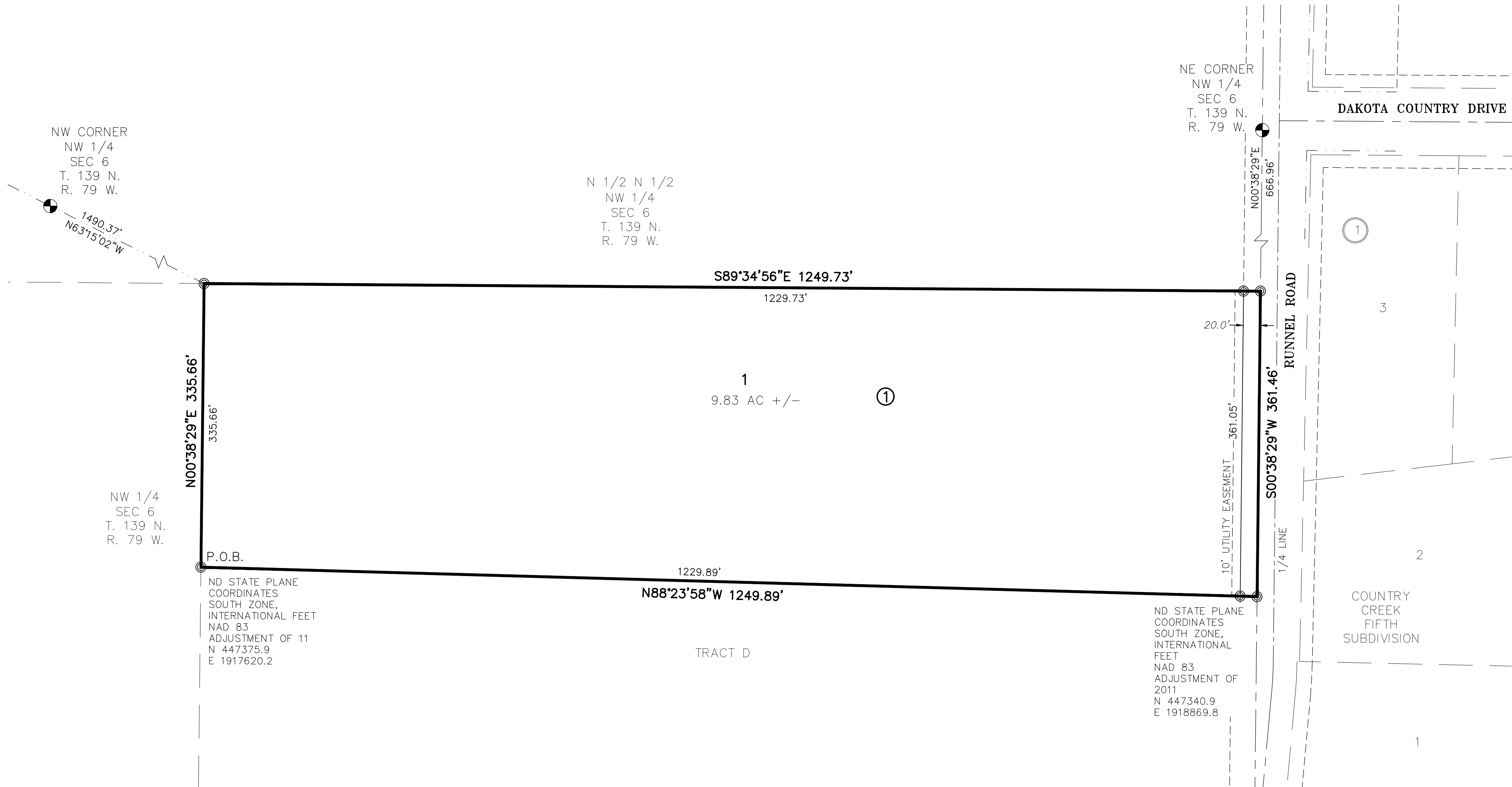
NOTARY PUBLIC  
BURLEIGH COUNTY, NORTH DAKOTA  
MY COMMISSION EXPIRES \_\_\_\_\_

# GAWLEY SUBDIVISION

## BEING A REPLAT OF TRACT C

PART OF THE NW 1/4 OF SECTION 6, TOWNSHIP 139 NORTH, RANGE 79 WEST

# BURLEIGH COUNTY, NORTH DAKOTA



SCALE: 1"=80'

OCTOBER 17, 2025

© MONUMENT IN PLACE

NOTES

BASIS OF BEARING:  
NORTH DAKOTA STATE PLANE, SOUTH ZONE

COORDINATE DATUM:  
NORTH DAKOTA STATE PLANE COORDINATE SYSTEM  
NAD 83 SOUTH ZONE  
ADJUSTMENT OF 1986  
UNITS ARE INTERNATIONAL FEET

BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS PLATS DUE TO DIFFERENT METHODS OF MEASUREMENTS.

AREA DATA

LOTS	428,375 S.F.	9.83 ACRES
STREETS	7,928 S.F.	0.17 ACRES
TOTAL	436,303 S.F.	10.00 ACRES

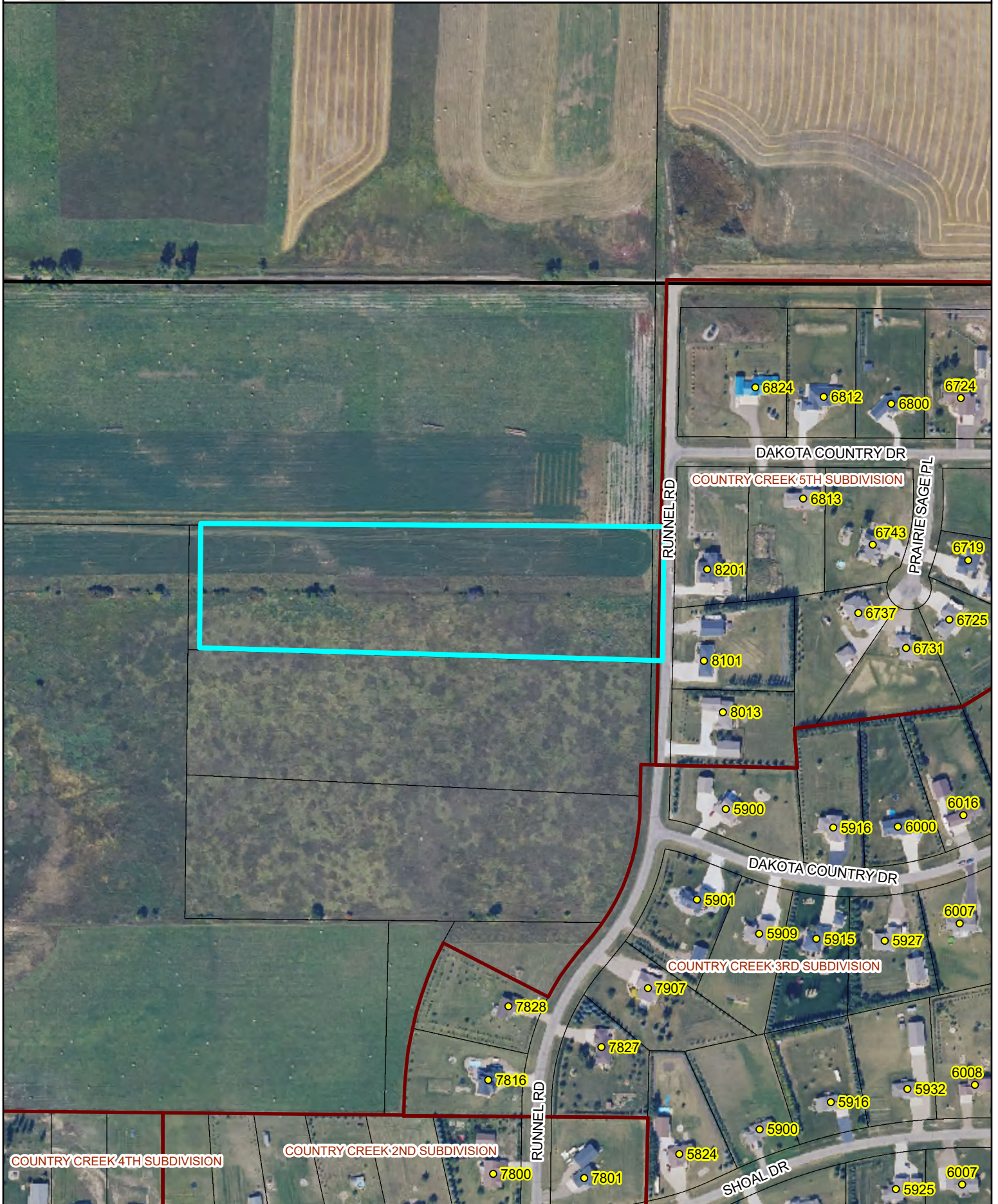


SWENSON, HAGEN & COMPANY P.C.

3002 Airway Avenue  
Bismarck, North Dakota 58504  
sheng@swensonhagen.com  
Phone (701) 223-2600  
Fax (701) 223-2606

Surveying  
Hydrology  
Land Planning  
Civil Engineering  
Landscape & Site Design  
Construction Management







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

[burleighcobuilding@nd.gov](mailto:burleighcobuilding@nd.gov)  
701-221-3727

To: Burleigh County Commission.

Re: Big Sky Passenger Rail Authority

Date: 11-25-2025

From: Mitch Flanagan, Burleigh County Planning Director.

*MF*

ITEM 1

Renew BSPRA Membership Renewal

The Government Partners Program- GPP, has been developed by BSPRA (Big Sky Passenger Rail Authority) and is being offered to communities potentially impacted by future restoration/expansion of passenger rail service. On 10-7-2024 this Board approved becoming a member of the BSPRA's GPP through the MPO.

Renewing the membership of \$180.00 will continue to allow access to support services provided by BSPRA to navigate the challenges and opportunities which will be presented to local communities in providing for the restoration of the former North Coast Hiawatha passenger rail line.

ACTION REQUESTED:

Consider renewing membership support for the Government Partners Program through the MPO.

Attachments:

**ITEM**

**# 11**



# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

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PAM BINDER, SPHR, SHRM-SCP  
DIRECTOR

HUMAN RESOURCE ASSISTANTS:  
MEGAN MARTIN  
DESIREE HILBORN

### Memorandum

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

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

Date: November 26, 2025

Re: Human Resource's Agenda items for December 1, 2025, Commission Meeting

### Subject One: Final follow-up to the minimum and average elected Auditor Salary Questions

#### **BACKGROUND:**

This is the final follow-up from the original request by the Burleigh County Commission at the September 15, 2025 Commission Meeting regarding the annual salary for the elected Auditor position to be effective on April 1, 2027.

I have attached the Commission approved, elected Auditor job description so there will be no confusion on what essential job duties are included in this annual salary recommendation.

Minimum annual salary from N.D.C.C. 11-10-10 is \$28,500.00.

Average elected Auditor annual salary in central ND counties is \$54,435.00

Maximum average annual salary for an elected Auditor in the central ND counties is \$95,435.00.

#### **RECOMMENDATION:**

The recommendation would be to place the minimum annual elected Auditor salary at \$28,500.00 – the mid-point (market) Auditor annual salary at \$54,435.00 – and the maximum annual Auditor salary at \$95,435.00. This would not be in the Burleigh County Pay Grade and Pay Step Structure. I would recommend against setting salary increments for certain degrees or experience as we do not do this for any other positions and it would set a precedence that we do not want to set.



# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

---

PAM BINDER, SPHR, SHRM-SCP  
DIRECTOR

HUMAN RESOURCE ASSISTANTS:  
MEGAN MARTIN  
DESIREE HILBORN

The newly elected Auditor will have to negotiate with the Commission and the HR Director based on what knowledge, skills, abilities, education and/or experience they bring to the Auditor position based on the essential job functions listed in the attached job description.

### **Subject Two: 2026 Commission approved Holidays**

**BACKGROUND:** Per the Holiday policy the Burleigh County Commission must approve the list of Holidays in December of the prior year. The following Holidays are observed as paid holidays for Burleigh County:

**Holidays:** Burleigh County observes the Federal Holidays that have been approved by the Burleigh County Commission at the first meeting in December of the preceding year.

- 1) The approved holidays for Burleigh County employees are listed below: a) New Year's Day
- b) Martin Luther King, Jr Day
- c) President's Day
- d) Good Friday
- e) Memorial Day
- f) Independence Day
- g) Labor Day
- h) Veteran's Day
- i) Thanksgiving Day
- j) County Offices will close at noon on December 24<sup>th</sup>, unless it is a holiday or weekend
- k) Christmas Day
- l) Any additional holiday that has been approved by the Burleigh County Commission prior to the occurrence of the holiday.

### **RECOMMENDATION:**

I would recommend that the Burleigh County Commission approve the above holidays for the 2026 year.

### **Subject Three: Facilities Director Appointment**

#### **ANNOUNCEMENT:**

We have completed the recruitment and selection process for the Facilities Director position. The new Facilities Director Jacob Achtenberg started on December 1, 2025.

The Burleigh County Commission will need to formally appoint Jacob as the new Facilities Director.

# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

---

PAM BINDER, SPHR, SHRM-SCP  
DIRECTOR

HUMAN RESOURCE ASSISTANTS:  
MEGAN MARTIN  
DESIREE HILBORN

**Subject Four: Treasurer/Finance Department(s) items:**

**BACKGROUND:**

There are several items that the Burleigh County Commission must approve or provide clarification guidance in order to proceed with the effective operation of the Treasurer/Finance department(s) until the two vacant positions have been filled:

1. Both the Treasurer and the Finance Director positions have been posted for 30 days. These job postings will close at 12:00pm on Monday, December 22, 2025. The HR Department has implemented the Paylocity Recruitment and Selection platform and will not be renewing our contract with BreezyHR for 2026. This transition is what caused the delay in the job postings. We are receiving applicants for both positions.
2. The Finance Director and Treasurer have signing authority on the Burleigh County financial accounts. Therefore, an Interim Treasurer needs to be appointed immediately. Former Finance Director Jacobs must be removed from all Burleigh County financial accounts. There will need to be two authorized signors for the accounts. One being the interim Treasurer the other could be another exempt employee (Accountant) within the Treasurer/Finance department(s).
  - a. Due to the changes within the department that happened after the July resolution that separated the Treasurer and Auditor, there have been employees that have been performing extra duties that are not in their current job descriptions. I have attached an email from Deputy Finance Director Taylor Schmidt regarding the request for stipends for certain affected employees within the Treasurer's department. The reclassification request will need to be performed in 2026 and the whole department(s) workflows will need to be analyzed for the changes that have occurred within the department(s).
3. I need clarification regarding the temporary consultant (contract) employee that was approved in the November 17, 2025 Burleigh County Commission meeting. In order to proceed I need clarification regarding the following:
  - a. If this person will be a consultant (Independent Contractor), A contract that provides the scope of services to be performed and the timeframe the contract will be in effect is needed. The Board will need to provide these items. The HR Director does not manage contracts for consultants in other departments. This will need to be coordinated with the States Attorney and the Portfolio Holder for that department.

# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

---

PAM BINDER, SPHR, SHRM-SCP  
DIRECTOR

HUMAN RESOURCE ASSISTANTS:  
MEGAN MARTIN  
DESIREE HILBORN


- b. If this person is to be hired as a temporary employee, I need the Commission to provide me with a Job Title and the essential duties for this position so a job description can be completed. A temporary employee does not receive any benefits. They are only compensated an hourly wage based on the level of duties performed for a defined period of time.
- c. If this person will be hired as a full-time employee, and as such, will receive benefits (annual leave, sick leave, Retirement, Health Insurance, etc.) I need to know where within the budget, the needed funding for this position will come out. We currently have the Treasurer and Finance Director jobs posted, so if this person is qualified, they can apply for either of these positions. The Treasurer and the Finance Director positions are the only two vacancies in the Treasurer/Finance department(s). If the position is something different, we would need to amend the budget for another position and depending on what the position duties are; we would need to post the position and go through the recruitment and selection process. This includes our standard background and credit check procedures.

### RECOMMENDATION:

The recommendations that I would make would be to appoint Deputy Finance Director Taylor Schmidt as the Interim Treasurer and Britan Rabe as an authorized signor for the Burleigh County financial accounts and remove former Finance Director Leigh Jacobs from the financial accounts.

I would also recommend the stipends for Taylor S., Britan R., Haley W., and Diane B. in the Treasurer's office as they operate the day-to-day functions of the Treasurer's department. If the Commission approves Thomas L. to help with the Treasurer's department duties, a stipend arrangement should be included for him as well.

I need clarification regarding the person that was mentioned in the November 17, 2025 Commission meeting. Scope of duties and duration of employment.

	<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> 09/15/2025</p> <p align="center"><b>Job Description Number:</b></p>
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**Employee:** \_\_\_\_\_

**Job Title:** Auditor

**Job Status:** Elected

**Salary Grade:** N/A

**Location:** Bismarck

**Department:** Auditor

**Reports to:** Electorate

**DBM Rating:** N/A


**Job Summary:** Responsible for the non-financial duties of the Auditor outlined in North Dakota Century Code, Chapter 11-13. 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 other elected officials and employees so they may perform their identified duties and responsibilities. Responsible for the management of the Auditor office.

#### **Responsibilities:**

- 60 % time      1. 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 of Commissioners and all auxiliary boards and committees that report to the Board of Commissioners.
- 20 % time      2. Responsible for serving as the Elections Officer for the County, managing all aspects of an election, to make out and deliver notices of general and special elections.
- 20 % time      3. Preserve and keep all documents, books, records, maps, and other papers necessary to transact County Business. Responsible for the mail and package distribution for the Burleigh County.

#### **Essential Job Duties:**

1. Act as clerk of the Board of County Commissioners and keep an accurate record of the official proceedings of the board and all auxiliary boards for the County.
2. Inform the County Commission of pertinent items on the agenda which require their particular attention and concern; provide background data on important matters coming before the Commission.
3. Responsible to prepare the board meeting minutes and attest to the Commission Chairman's signature on minutes and legal documents.
4. Distribute required notice of meetings per open meetings laws.
5. Act as advisor and clerk 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.
6. 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.
7. 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 at election, issues certificates of election and forwards the abstract of votes cast to the Secretary of State.
8. Manage the office of Auditor and assist with the hiring, training, supervision, and evaluation of performance for any fulltime employees within the Auditor's office and all temporary election workers.
9. Act as the custodian for the unorganized township records.
10. Process, sort and distribute all County mail and packages both incoming and outgoing on a daily basis.
11. 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> 09/15/2025</p> <p><b>Job Description Number:</b></p>
---	---	---

**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 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 position. The job description is not a contract. The County reserves the right to change the job description at any time.

---

**Employee Signature**

---

**Date**

	<p style="text-align: center;"><b>Holiday Policy</b></p>	<p style="text-align: center;"><b>BCHR – 03</b></p> <p style="text-align: center;"><b>Last Revision Date:</b> <b>06/28/2021</b></p> <p style="text-align: center;"><b>Board Approved:</b> <b>07/07/2021</b></p>
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**Statement of Philosophy:** It is the policy of Burleigh County to identify observed holidays and the eligibility for and circumstances under which Holidays are allowed.

**Purpose:** identity observed holidays and the eligibility for and circumstances under which Holidays are recognized and paid.

**Holidays:** Burleigh County observes the Federal Holidays that have been approved by the Burleigh County Commission at the first meeting in December of the preceding year.

- 1) The approved holidays for Burleigh County employees are listed below:
  - a) New Year's Day
  - b) Martin Luther King, Jr Day
  - c) President's Day
  - d) Good Friday
  - e) Memorial Day
  - f) Independence Day
  - g) Labor Day
  - h) Veteran's Day
  - i) Thanksgiving Day
  - j) County Offices will close at noon on December 24<sup>th</sup>, unless it is a holiday or weekend
  - k) Christmas Day
  - l) Any additional holiday that has been approved by the Burleigh County Commission prior to the occurrence of the holiday.
- 2) If such holiday falls on a Saturday, the preceding Friday shall be observed as the holiday, or if the holiday falls on Sunday, the Monday following shall be observed as the holiday.
- 3) **Standard Holiday Policy** Full-time and part-time employees who are not otherwise required to work, shall take each holiday off and receive full pay. In the event the Burleigh County Commissioners designate a portion of a day as a holiday, only that portion will be considered as a holiday. To receive compensation for holidays, an employee must have worked a full shift on the employee's scheduled work shift or be on an approved leave with pay on the day before and the day after the holiday.

- 4) Condition A Non-exempt full-time and salaried part-time employee (as defined by the Fair Labor Standard Act and identified by the Burleigh County Commissioners) who work on a holiday shall receive double compensation.
- 5) Condition B Non-exempt full-time and salaried part-time employees whose regular day off falls on a holiday shall receive regular rate compensation for the day (or portion thereof as is applicable) and shall have the holiday off.
  - a) Under both Condition A and Condition B the employee's department head shall have the option of crediting the employee with compensatory time off, on an hour for hour basis or paying straight time in lieu of the compensation due beyond normal pay. Unless otherwise specified by the department head before the holiday, the additional compensation shall be compensatory time off.
- 6) Employees who are employed less than full time (40 hours per week) but 20 hours or more per week shall be paid holiday pay based on a prorated number of hours worked.
  - a) Holiday pay will be prorated based on the number of hours worked in a pay period divided by the number of hours available for work in the pay period.
- 7) Employees who are employed less than 20 hours per week and seasonal employees shall receive neither paid holiday time nor additional compensation for working on a holiday.

**From:** [Schmidt, Taylor](#)  
**To:** [Binder, Pamela J.](#)  
**Subject:** RE: Treasurer's Office Stipends  
**Date:** Tuesday, November 25, 2025 4:27:19 PM

---

Pam,

One quick addition: Thomas has expressed a willingness to help in the office as needed, and I'd like for us to consider offering him a stipend for this additional support. Yesterday we were talking in the office and discussed the possibility of leaning on Thomas during tax-receipting season instead of hiring a third temporary staff member.

I can sit down with Thomas to outline clear expectations and define the scope of the additional work.

Thanks,

**Taylor Schmidt**  
**Deputy Finance Director**  
Burleigh County

(701) 712-8354  
[schmidt.taylor@nd.gov](mailto:schmidt.taylor@nd.gov)  
221 N 5<sup>th</sup> St  
Bismarck, ND 58501  
[www.burleigh.gov](http://www.burleigh.gov)

---

**From:** Schmidt, Taylor  
**Sent:** Tuesday, November 25, 2025 11:28 AM  
**To:** Binder, Pamela J. <pjbinder@nd.gov>  
**Subject:** Treasurer's Office Stipends

Pam,

Thank you again for taking the time to meet with us yesterday. I wanted to follow up regarding the stipends and reclassifications we discussed both yesterday and in our earlier conversations.

As you know, Britan, Haley, and Diane have been doing excellent work and have all taken on additional responsibilities since the office reorganization on July 8th, and even more since Ronda left the County on July 22nd. Britan has been carrying out most of the functions of the Deputy Treasurer role since Ronda's departure.



I understand you have a great deal on your plate and that reclassification processes can take time. In the meantime, I'm hoping you might be willing to propose stipends to the commission. In your presentation regarding the State's Attorney's Office stipends, you noted that 10% has historically been an average amount. I believe a 10% stipend would be fair and greatly appreciated for both Haley and Diane in recognition of the additional work they've taken on. For Britan, I propose temporarily compensating her at Grade 12 Step 5.

I would respectfully request that all three stipends be made retroactive to July 8th and remain in place until both the Treasurer and Finance Director positions are filled.

Thank you for considering this. As we approach the busy season with two vacant positions, I want to ensure we can retain our current staff and maintain the momentum we've worked hard to build. Please let me know if you need any additional information.

**Taylor Schmidt**  
**Deputy Finance Director**  
Burleigh County

(701) 712-8354  
[schmidt.taylor@nd.gov](mailto:schmidt.taylor@nd.gov)  
221 N 5<sup>th</sup> St  
Bismarck, ND 58501  
[www.burleigh.gov](http://www.burleigh.gov)

ITEM

# 12



## BURLEIGH COUNTY

### Request for County Board Action

**DATE:** December 1, 2025

**TO:** Burleigh County Commission

**FROM:** Thomas Larson  
Burleigh County Elections Coordinator

**RE:** Designation of Precincts and Polling Locations

#### **ACTION REQUESTED:**

Approve the establishment of precincts and polling locations for the 2026 election cycle per NDCC 16.1-04, 16.1-07, and 16.1-11.1.

#### **BACKGROUND:**

Currently, under state law, the Board of County Commissioners, in cooperation with the county auditor, shall set precinct boundaries by December 31<sup>st</sup> of the year preceding an election. Polling locations must be established by the 64<sup>th</sup> day before the election though traditionally, Burleigh County has set polling locations at the same time as precinct boundaries.

The Burleigh County Auditor and Elections Coordinator are committed to providing a positive voting experience to all voters within Burleigh County while simultaneously upholding the security and integrity of elections. Precinct boundaries were determined using logical boundaries within the county. Proximity, accessibility, and availability of locations were considered when selecting polling locations. The recommendation includes establishing 30 precincts and 18 polling locations in Burleigh County.

#### **RECOMMENDATION:**

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

#### **PROPOSED RESOLUTION:**

THEREFORE, BE IT RESOLVED that the Burleigh County Commission approves the establishment of precincts and polling locations for the 2026 election cycle as presented (attached); and authorizes the Burleigh County Auditor to establish early vote and absentee ballot precincts, as necessary.

## Polling Locations 2026

Precinct	Early Vote	Election Day	Election Day Vote Center
0701	Bismarck Event Center	Liberty Elementary School	Bismarck Event Center
0702	Bismarck Event Center	Liberty Elementary School	Bismarck Event Center
0703	Bismarck Event Center	Sunrise Elementary School	Bismarck Event Center
0704	Bismarck Event Center	East Auditorium (fka: The Element)	Bismarck Event Center
0705	Bismarck Event Center	Sunrise Elementary School	Bismarck Event Center
0801	Bismarck Event Center	Wilton County Shop	Bismarck Event Center
0802	Bismarck Event Center	Liberty Elementary School	Bismarck Event Center
0803	Bismarck Event Center	4H Building	Bismarck Event Center
0804	Bismarck Event Center	4H Building	Bismarck Event Center
0805	Bismarck Event Center	Lincoln Elementary School	Bismarck Event Center
0806	Bismarck Event Center	Menoken School	Bismarck Event Center
1401	Bismarck Event Center	Wilton County Shop	Bismarck Event Center
1402	Bismarck Event Center	Wing Fire Hall	Bismarck Event Center
1403	Bismarck Event Center	Sterling School	Bismarck Event Center
3001	Bismarck Event Center	United Tribes Technical College	Bismarck Event Center
3002	Bismarck Event Center	United Tribes Technical College	Bismarck Event Center
3003	Bismarck Event Center	Lord of Life Church	Bismarck Event Center
3004	Bismarck Event Center	Solheim Elementary School	Bismarck Event Center
3201	Bismarck Event Center	Bismarck Event Center	Bismarck Event Center
3202	Bismarck Event Center	Bismarck Event Center	Bismarck Event Center
3203	Bismarck Event Center	Bismarck Event Center	Bismarck Event Center
3204	Bismarck Event Center	Bismarck Event Center	Bismarck Event Center
3501	Bismarck Event Center	Grimsrud Elementary School	Bismarck Event Center
3502	Bismarck Event Center	Good Shepherd Lutheran Church	Bismarck Event Center
3503	Bismarck Event Center	Bismarck Baptist Church	Bismarck Event Center
3504	Bismarck Event Center	Bismarck Baptist Church	Bismarck Event Center
4701	Bismarck Event Center	Century Baptist Church	Bismarck Event Center
4702	Bismarck Event Center	GracePoint Church	Bismarck Event Center
4703	Bismarck Event Center	GracePoint Church	Bismarck Event Center
4704	Bismarck Event Center	Century Baptist Church	Bismarck Event Center

30 Precincts

18 Polling Locations

\*Bismarck Event Center will be utilized as a Super-Precinct for all Precincts to vote in during Early Vote and Primary/General Elections

## District 7

**Precinct 0701:** all that portion of Hay Creek Township outside of the corporate limits of the City of Bismarck bound by a line commencing at the point where the north boundary of Hay Creek Township intersects with the centerline of the Missouri River, then east until its intersection with the centerline of United States Highway 83, then south until its intersection with centerline of 43rd Avenue Northeast, then west on 43rd Avenue Northeast until its intersection with the centerline of North Washington Street, then north on North Washington Street until its intersection with the centerline of 57th Avenue Northwest, then west on 57th Avenue Northwest and an extended straight line until its intersection with the centerline of River Road, then north and west on River Road until its intersection with the centerline of the north segment of Burnt Creek Loop, then west and south on Burnt Creek Loop until its intersection with the centerline of a straight line extended east from Magnolia Drive, then southwest on an extended straight line until its intersection with Olive Tree Drive, then west on Olive Tree Drive and an extended straight line until its intersection with the centerline of the Missouri River, then north and west on the Missouri River to the point of beginning. **Liberty Elementary School**

**Precinct 0702:** all that portion of the corporate limits of the City of Bismarck bound by a line commencing at the point where the north boundary of Hay Creek Township intersects with the centerline of the Missouri River, then east until its intersection with the centerline of United States Highway 83, then south until its intersection with centerline of 43rd Avenue Northeast, then west on 43rd Avenue Northeast until its intersection with the centerline of North Washington Street, then north on North Washington Street until its intersection with the centerline of 57th Avenue Northwest, then west on 57th Avenue Northwest and an extended straight line until its intersection with the centerline of River Road, then north and west on River Road until its intersection with the centerline of the north segment of Burnt Creek Loop, then west and south on Burnt Creek Loop until its intersection with the centerline of a straight line extended east from Magnolia Drive, then southwest on an extended straight line until its intersection with Olive Tree Drive, then west on Olive Tree Drive and an extended straight line until its intersection with the centerline of the Missouri River, then north and west on the Missouri River to the point of beginning. **Liberty Elementary School**

**Precinct 0703:** All that portion of the corporate limits of the City of Bismarck bounded on the west by the centerline of Centennial Road and on the east, north and south by the boundary of Legislative District 7. **Sunrise Elementary School**

**Precinct 0704:** All that portion of the corporate limits of the City of Bismarck bounded on the east by the centerline of Centennial Road, on the west by the centerline of United States Highway 83, and on the north and south by the corporate limits of the City of Bismarck within Legislative District 7. **East Auditorium (fka: The Element)**

**Precinct 0705:** All that portion of Hay Creek Township outside of the corporate limits of the City of Bismarck bounded by the intersection of the northern boundary of Hay Creek Township and the centerline of United States Highway 83 and continuing east and south on the boundary of Hay Creek Township until its intersection with the centerline of Interstate Highway 94, then west on Interstate Highway 94 until its intersection with the centerline of United States Highway 83, then north on United States Highway 83 to the point of beginning. **Sunrise Elementary School**

## District 8

**Precinct 0801:** All that portion of the corporate city limits of the City of Wilton in Burleigh County, that part of Ecklund Township bound by a line commencing at the point where the northern boundary of Ecklund Township intersects with the west boundary of Ecklund Township, then east, south, east, north, and east on the north boundary of Ecklund Township until its intersection with the centerline 26<sup>th</sup> Street Northeast, then south on 26<sup>th</sup> Street Northeast until its intersection with the south boundary of Ecklund Township, then west and north on the south boundary of Ecklund Township to the point of beginning; and Painted Woods Township except Sections 1, 2, and 12 of Painted Woods Township south of the centerline of 240<sup>th</sup> Avenue Northwest. **Wilton County Shop**

**Precinct 0802:** All that portion of Glenview, Riverview, and Burnt Creek Townships along with Sections 1, 2, and 12 of Painted Woods Township south of the centerline of 240<sup>th</sup> Avenue Northwest. **Liberty Elementary School**

**Precinct 0803:** All that portion of the corporate city limits of the City of Bismarck bound by a line on the north, south, east, and west by Legislative District 8. **4H Building**

**Precinct 0804:** All that portion of Naughton, Gibbs, Apple Creek and Missouri Townships within Legislative District 8 outside of the corporate city limits of the City of Bismarck and outside the corporate city limits of the City of Lincoln. **4H Building**

**Precinct 0805:** All that portion of the corporate city limits of the City of Lincoln bound by a line on the north, south, east, and west by Legislative District 8. **Lincoln Elementary School**

**Precinct 0806:** All that portion of Menoken, Boyd, Telfer, Logan, Morton, Taft, Long Lake, Thelma, and Wildrose Townships. **Menoken School**

## District 14

**Precinct 1401:** All that portion the city of Regan; Wilson, Steiber, Schrunck, Grass Lake, Estherville, Canfield, Rock Hill, Ghylin, Crofte, Cromwell, and Trygg Townships; and that portion of Ecklund Township in Legislative District 14. **Wilton County Shop**

**Precinct 1402:** All that portion of the city of Wing; Florence Lake, Hazel Grove, Richmond, Phoenix, Wing, Harriet, Lyman, and Lein Townships. **Wing Fire Hall**

**Precinct 1403:** All that portion of Frances, Sibley Butte, Christiania, Clear Lake, McKenzie, Sterling, and Driscoll Townships. **Sterling School**

## District 30

**Precinct 3001:** All that portion outside of the corporate city limits of the City of Bismarck bound by a line commencing at a point where the centerline of South Washington Street intersects with the centerline of East Burleigh Avenue, then east on East Burleigh Avenue until its intersection with the centerline of South 12<sup>th</sup> Street, then north on South 12<sup>th</sup> Street until its intersection with the centerline of Basin Avenue, then east on Basin Avenue until its intersection with the centerline of Airport Road, then north and east on Airport Road until its intersection with the centerline of East Broadway Avenue, then west on East Broadway Avenue until its intersection with the centerline of North 19<sup>th</sup> Street, then north on

North 19<sup>th</sup> Street and a straight line extended north from North 19<sup>th</sup> Street until its intersection with the centerline of East Boulevard Avenue, then east on East Boulevard Avenue until its intersection with the centerline of North 26<sup>th</sup> Street, then north on North 26<sup>th</sup> Street until its intersection with the centerline of East Divide Avenue, then east on East Divide Avenue until its intersection with the centerline of East Bismarck Expressway, then north on East Bismarck Expressway until its intersection with the centerline of Interstate 94, then east and north on Interstate 94 until its intersection with a straight line extending north from Brigade Street, then south on the extended line until its intersection with the centerline of Miriam Avenue, then east on Miriam Avenue until its intersection with the centerline of 52<sup>nd</sup> Street Northeast, then south on 52<sup>nd</sup> Street Northeast until its intersection with the boundary of Apple Creek Township, then west and south on the boundary of Apple Creek Township until its intersection with a straight line extending south from Cavalry Drive, then south on the extended line until its intersection with the centerline of Lincoln road, then east on Lincoln road until its intersection with the centerline of 52<sup>nd</sup> Street Southeast, then south on 52<sup>nd</sup> Street Southeast until its intersection with the centerline of 48<sup>th</sup> Avenue Southeast, then east on 48<sup>th</sup> Avenue Southeast until its intersection with the centerline of 66<sup>th</sup> Street Southeast, then south on 66<sup>th</sup> Street Southeast until its intersection with the north boundary of Missouri Township, then west on the north boundary of Missouri Township until its intersection with the east boundary of Fort Rice Township, then south on the east boundary of Fort Rice Township until its intersection with the Missouri River, then north and west along the Missouri River until its intersection with the centerline of South Washington Street, then north on South Washington Street until its intersection with East Burleigh Avenue, the point of beginning. **United Tribes Technical College**

**Precinct 3002:** All that portion of Missouri Township within Legislative District 30. **United Tribes Technical College**

**Precinct 3003:** All that portion of the corporate city limits of the City of Bismarck bound by a line commencing at a point where the centerline of South Washington Street intersects with the centerline of East Burleigh Avenue, then east on East Burleigh Avenue until its intersection with the centerline of South 12<sup>th</sup> Street, then north on South 12<sup>th</sup> Street until its intersection with the centerline of Basin Avenue, then east on Basin Avenue until its intersection with the centerline of Airport Road, then north and east on Airport Road until its intersection with the centerline of East Broadway Avenue, then west on East Broadway Avenue until its intersection with the centerline of North 19<sup>th</sup> Street, then north on North 19<sup>th</sup> Street and a straight line extended north from North 19<sup>th</sup> Street until its intersection with the centerline of East Boulevard Avenue, then east on East Boulevard Avenue until its intersection with the centerline of North 26<sup>th</sup> Street, then north on North 26<sup>th</sup> Street until its intersection with the centerline of East Divide Avenue, then east on East Divide Avenue until its intersection with the centerline of East Bismarck Expressway, then north on East Bismarck Expressway until its intersection with the centerline of Interstate 94, then east and north on Interstate 94 until its intersection with a straight line extending north from Brigade Street, then south on the extended line until its intersection with the centerline of Miriam Avenue, then east on Miriam Avenue until its intersection with the centerline of 52<sup>nd</sup> Street Northeast, then south on 52<sup>nd</sup> Street Northeast until its intersection with the boundary of Apple Creek Township, then west and south on the boundary of Apple Creek Township until its intersection with a straight line extending south from Cavalry Drive, then south on the extended line until its intersection with the centerline of Lincoln road, then east on Lincoln road until its intersection with the centerline of 52<sup>nd</sup> Street southeast, then south on 52<sup>nd</sup> Street southeast until its intersection with the centerline of 48<sup>th</sup> Avenue Southeast, then east on 48<sup>th</sup> Avenue Southeast until its intersection with the centerline of 66<sup>th</sup> Street Southeast, then south on 66<sup>th</sup> Street Southeast until its intersection with the north boundary of Missouri Township, then west on the north boundary of Missouri Township until its intersection with the east boundary of Fort Rice Township, then south on the east boundary of Fort Rice Township until its intersection with the Missouri River, then north and west along the Missouri River until its intersection with the centerline of South Washington Street, then north on South Washington Street until its intersection with East Burleigh Avenue, the point of beginning. **Lord of Life Church**

**Precinct 3004:** All that portion bound by a line commencing at a point where the centerline of the Missouri River intersects with the centerline of West Bismarck Expressway, then east on West Bismarck Expressway until its intersection with the east property line of the Riverwood Golf Course, then south on the east property line of the Riverwood Golf Course until its intersection with a straight line extend west from Tucson Avenue, then east on the extended line until its intersection with the centerline of South Washington Street, then south on the centerline of South Washington Street until its intersection with the Missouri River, then following the Missouri River north until the point of beginning. **Solheim Elementary School**

## District 32

**Precinct 3201:** All that portion of the City of Bismarck bound by a line commencing at the point where the centerline of Business Interstate 94, also identified as West Main Avenue, intersects with the centerline of the Missouri River, then east on Business Interstate 94 until its intersection with the centerline of South Washington Street, then south on South Washington Street until its intersection with a straight line extended west from Tucson Avenue, then west on the straight line until its intersection with the east property line of the Riverwood Golf Course, then north on the east property line of the Riverwood Golf Course until its intersection with the centerline of West Bismarck Expressway, then west on West Bismarck Expressway until its intersection with the centerline of the Missouri River, then north and west on the Missouri River to the point of beginning. **Bismarck Event Center**

**Precinct 3202:** All that portion of the City of Bismarck bound by a line commencing at the point where the centerline of Business Interstate 94, also identified as West Main Avenue, intersects with the centerline of Rosser Avenue then east on Rosser Avenue until its intersection with the centerline of Bell Street, then north on Bell Street until its intersection with the centerline of West Avenue C, then east on West Avenue C until its intersection with the centerline of Griffin Street, then north on Griffin Street until its intersection with the centerline of Tom O'Leary Trail, then east on Tom O'Leary Trail until its intersection with the centerline of North Washington Street, then south on North Washington Street until its intersection with the centerline of West Avenue C, then east on West Avenue C until its intersection with the centerline of 1st Street, then south on 1st Street until its intersection with the centerline of East Broadway Avenue, then east on East Broadway Avenue until its intersection with the centerline of North 9th Street, then north on North 9th Street until its intersection with the centerline of East Avenue E, then east on East Avenue E until its intersection with the centerline of North 19th Street, then south on North 19th Street until its intersection with the centerline of East Broadway Avenue, then east on East Broadway Avenue until its intersection with the centerline of Airport Road, then south on Airport Road until its intersection with the centerline of Business Interstate 94, also identified as East Main Avenue, then west on East Main Avenue until its intersection with Rosser Avenue, the point of beginning. **Bismarck Event Center**

**Precinct 3203:** All that portion of the City of Bismarck bound by a line commencing at a point where the centerline of Business Interstate 94, also identified as Main Avenue, intersects with the centerline of South Washington Street, then east on Business Interstate 94, also identified as Main Avenue, until its intersection with the centerline of Airport Road, then south on Airport Road until its intersection with the centerline of Basin Avenue, then west on Basin Avenue until its intersection with the centerline of University Drive, then west and north on University Drive until its intersection with East Bismarck Expressway, then west on East Bismarck Expressway until its intersection with South Washington Street, then north on South Washington Street until its intersection with Business Interstate 94, also identified as East Main Avenue, the point of beginning. **Bismarck Event Center**



**Precinct 3204:** All that portion of the City of Bismarck and Fort Rice Township bound by a line commencing at a point where the centerline of East Bismarck Expressway intersects with the centerline of South Washington Street, then east on East Bismarck Expressway until it intersects with the centerline of University Drive, then south and east on University Drive until its intersection with the centerline of Basin Avenue, then east on Basin Avenue until its intersection with the centerline of South 12<sup>th</sup> Street, then south on South 12<sup>th</sup> Street until its intersection with the centerline of East Burleigh Avenue, then west on East Burleigh Avenue until its intersection with the centerline of South Washington Street, then north on South Washington Street until its intersection with the centerline of East Bismarck Expressway, the point of beginning. **Bismarck Event Center**

## District 35

**Precinct 3501:** All that portion of the City of Bismarck bound by a line commencing at a point where the centerline of the Missouri River intersects with the centerline of Interstate 94, then east on interstate 94 until its intersection with the centerline of North Washington Street, then south on North Washington Street until its intersection with the centerline of Tom O'Leary Trail, then west on Tom O'Leary Trail until its intersection with the centerline of Griffin Street, then south on Griffin Street until its intersection with the centerline of West Avenue C, then west on West Avenue C until its intersection with the centerline of Bell Street, then south on Bell Street until its intersection with the centerline of Rosser Avenue, then west on Rosser Avenue until its intersection with the centerline of Business Interstate 94, also identified as West Main Avenue, then west on Business Interstate 94 until its intersection with the centerline of the Missouri River, then north and west on the Missouri River to the point of beginning.

**Grimsrud Elementary School**

**Precinct 3502:** All that portion of the City of Bismarck bound by a line commencing at a point where the centerline of Interstate 94 intersects with the centerline of North Washington Street, then east on Interstate 94 until its intersection with the centerline of United States Highway 83, also identified as State Street, then south and west on State Street until its intersection with the centerline of North 9th Street, then south on North 9th Street until its intersection with the centerline of Broadway Avenue, then west on Broadway Avenue until its intersection with the centerline of North pt Street, then north on North 1<sup>st</sup> Street until its intersection with the centerline of West Avenue C, then west on West Avenue C until its intersection with the centerline of North Washington Street, then north on North Washington Street until its intersection with the centerline of Interstate 94, the point of beginning.

**Good Shepherd Lutheran Church**

**Precinct 3503:** All that portion of the City of Bismarck bound by a line that commences at a point where the centerline of Interstate 94 intersects with United States Highway 83, also identified as State Street, and east on Interstate 94 until its intersection with North 19th Street, then south on North 19th Street until its intersection with the centerline of East Divide Avenue, then west on East Divide Avenue until its intersection with the centerline of North 19th Street, then south on North 19th Street and a straight line extended south from North 19th Street until its intersection with the centerline of East Avenue Ethen west on East Avenue E until its intersection with the centerline of North 9th Street, then north on North 9th Street until its intersection with the centerline of United States Highway 83, also identified as State Street, then east and north on United States Highway 83 until its intersection with Interstate 94, the point of beginning. **Bismarck Baptist Church**

**Precinct 3504:** All that portion of the City of Bismarck bound by a line that commences at a point where the centerline of Interstate 94 intersects with the centerline of North 19th Street, then east on Interstate 94 until its intersection with the centerline of east Bismarck Expressway, then south on East Bismarck Expressway until its intersection with the centerline of East Divide Avenue, then west East Divide Avenue until its intersection with the centerline of North 25<sup>th</sup> Street, then south on North 25<sup>th</sup> Street until its intersection with the centerline of East Boulevard Avenue, then west and south on East Boulevard Avenue until its intersection with the centerline of North 19th Street, then north on North 19th Street until its intersection with Interstate 94, the point of beginning. **Bismarck Baptist Church.**

## District 47

**Precinct 4701:** All that portion of the corporate city limits of the City of Bismarck commences at a point where the centerline of 57th Avenue Northwest intersects with the centerline of 15<sup>th</sup> Street Northwest, also identified as Tyler Parkway, then east on 57th Avenue Northwest until its intersection with the centerline of North Washington Street, then south on North Washington Street until its intersection with West Century Avenue, then west on West Century Avenue until its intersection with the centerline of Country West Road, then west Country West Road until its intersection with the centerline of Tyler Parkway, then north, east, and west on of Tyler Parkway and a line extended of Tyler Parkway until it meets 15th Street Northwest until its intersection with 57th Avenue Northwest, the point of beginning..

**Century Baptist Church**

**Precinct 4702:** All that portion of the City of Bismarck bound by a line that commences at a point where the centerline of North Washington Street intersects with 43rd Avenue Northeast, then east on 43rd Avenue Northeast until its intersection with the centerline of United States Highway 83, also identified as State Street, then south on United States Highway 83 until its intersection with the centerline of Interstate 94, then west on Interstate 94 until its intersection with the centerline of North Washington Street, then north on North Washington Street until its intersection with 43rd Avenue Northeast, the point of beginning. **GracePoint Church**

**Precinct 4703:** All that portion of the City of Bismarck and Haycreek Township bound by a line that commences at a point where the centerline of the north segment of Burnt Creek Loop intersects the centerline of River Road, then south and east on River Road until its intersection with the centerline of Burnt Boat Road, then south and east on Burnt Boat Road until its intersection with the centerline of Tyler Parkway, then north on Tyler Parkway until its intersection with the centerline of Country West Road, then east on Country West Road until its intersection with the centerline of West Century Avenue, then east on West Century Avenue until its intersection with the centerline of North Washington Street, then south on North Washington Street until its intersection with the centerline of Interstate 94, then west on Interstate 94 until its intersection with the centerline of the Missouri River, then north and west on the Missouri River until its intersection with a straight line extending west from the centerline of Olive Tree Drive, then east on Olive Tree Drive until its intersection with a straight line extending southwest from a point on the centerline of Burnt Creek Loop that is east on an extended straight line from the centerline of Magnolia Drive, then north and east on Burnt Creek Loop, the point of beginning.

**GracePoint Church**

**Precinct 4704:** All that portion of Hay Creek Township outside the corporate limits of the City of Bismarck bound on the east by North Washington Street, the north by 57<sup>th</sup> Avenue NW, the west by River Road and the south by Interstate 94; and all that portion of the city limits of the City of Bismarck bound by a line that commences at a point where River Road intersects with a straight line extending west from the centerline of 57th Avenue Northwest, then east on the straight line and 57th Avenue Northwest until its intersection with the centerline of 15<sup>th</sup> Street Northwest, also identified as Tyler Parkway, then south and east on 15<sup>th</sup> Street Northwest, until a line extended from Tyler Parkway, and then south and east on Tyler Parkway until its intersection with the centerline of Burnt Boat Road, then west and north on Burnt Creek Road until its intersection with the centerline of River Road, then north and west on River Road until its intersection with the straight line extended from 57th Avenue Northwest, the point of beginning. **Century Baptist Church**

**ITEM**

**# 13**

**RESOLUTION FOR BURLEIGH COUNTY TO WITHDRAW FROM  
GARRISON DIVERSION CONSERVANCY DISTRICT.**

Whereas the Garrison Division Conservancy District, hereinafter referred to as District, was to provide for future economic welfare and prosperity of the people of this state, and particularly of the people residing in the area embraced within the boundaries of the conservancy district created by the N.D.C.C. § 61-24-01;

Whereas the District was to provide for the irrigation of lands within the sections of such district periodically afflicted with drought, and to stabilize the production of crops thereon;

Whereas the District was to replenish and restore the depleted waters of lakes, the Red, Sheyenne, James, and other rivers, and streams in the district, and to stabilize the flow of those streams;

Whereas the District was to make available within the district, or outside the district to the extent authorized by a joint power agreement under chapter 54-40.3, waters diverted from the Missouri River for irrigation, domestic, municipal, and industrial needs, and for hydroelectric power, recreation, fish, wildlife, and other beneficial and public uses;

Whereas the District was to study and provide for the water needs of eastern North Dakota communities and water districts and western Minnesota communities through a Red River valley water supply project;

Whereas the District was to fund the Southwest Pipeline Project, the McLean Rural Water System and other projects which was to provide indirect benefits to Burleigh County;

Whereas on January 5<sup>th</sup>, 1988, Burleigh County joined the Garrison Diversion Conservancy District;

Whereas Burleigh County has levied \$9.9 million through property taxes from the one-mill levy since 1988 and has received approximately \$825,588 in grants from the District from 1993 through 2022;

Whereas in the next ten years, it is estimated that Burleigh County will contribute \$9.6 million, based on the last five years of growth in property valuations;

Whereas the District has awarded grants that are outside the scope of the original intent of the District;

Whereas the District did not contribute to the South Central Regional Water District and did not invest any of the contributions from Burleigh County as the approximately \$56 million provided was from federal funds;

Whereas the grant that was given to Burleigh County for the South Central Regional Water District was not contingent on Burleigh's membership to the District because the grant was from federal funds;

Whereas the South Central Regional Water District has directly benefited Burleigh County citizens applying for rural water connection grants, \$36,664 in total, independent of Burleigh County's membership in the District; now, therefore, be it

*Resolved*, due to Burleigh County not receiving a benefit in whole or in part from its membership in the Garrison Diversion Conservancy District, Burleigh County wishes to withdrawal from the District;

*Resolved*, Burleigh County wishes to be excluded from the Garrison Diversion Conservancy District immediately due to there being no beneficial reason for Burleigh County to continue investing into the District;

*Resolved*, the Chairman of the Burleigh County Commission will file with the Board of Directors of the District a petition, for and on behalf of Burleigh County, requesting the Board of Directors exclude Burleigh County from the District;

*Resolved*, a certified copy of this resolution for Burleigh County shall accompany and be filed with the petition;

*Resolved*, the petition and resolution state specific reasons why Burleigh County will not be benefited by the establishment and development of the Garrison diversion unit.

Dated this 3<sup>rd</sup> day of November, 2025.  
Burleigh County Commission

**TO:** Board of Directors  
Garrison Diversion Conservancy District  
401 Highway 281 N.  
P.O. Box 140  
Carrington, ND 58421

**FROM:** Burleigh County Commission  
316 N. 5<sup>th</sup> St.  
Bismarck, ND 58501

**DATE:** October 30, 2025

**RE:** Petition for Withdrawal from Garrison Diversion Conservancy District

### **PETITION**

On behalf of Burleigh County, it is requested that the Board of Directors of the Garrison Diversion Conservancy District exclude Burleigh County from the District as per N.D.C.C. § 61-24-16(1). The County has not been benefited in whole or in part by its membership in the District, thus requests an immediate withdrawal and exclusion.

Burleigh County has not been sufficiently benefited by its membership in the District in whole or in part for the following reasons:

1. Burleigh County has not received a benefit in part from the approximately \$9.9 million levied in property taxes. There has not been a benefit in part from the levied amount because Burleigh County has received approximately \$825,588 in grants from the Garrison Diversion Conservancy District from 1993 through 2022, which Burleigh County does not see as a proper return on its investment.
2. Burleigh County would not receive a benefit in whole or in part for future investments because based on the last five years of growth in property valuations, a one-mill tax rate would produce approximately \$9.6 million for the next ten years with likely not enough of a return on the investment to warrant a whole or in part benefit to Burleigh County, based on previous benefits.
3. The investment that Burleigh County has put into the District has not benefited the County due to the number of grants that have been awarded by the District that have been outside the scope of the original intent of the District when it was created.
4. Burleigh County was not benefited by the District with the South Central Regional Water District because the District did not contribute any funds to the project, and did not invest any of the money that was given to them by Burleigh County into the South Central Water Project.

5. The grant that was given to Burleigh County for the South Central Regional Water District, approximately \$56 million, was not a benefit from the District as it was federal funds that were administered through the District. Further, the funds were not contingent on the membership of Burleigh County in the District.
6. The South Central Regional Water District has directly benefited Burleigh County citizens applying for rural water connection grants, a total being \$36,664, which was independent of the County's membership in the District.

Burleigh County has not benefited in whole or in part by its membership with the Garrison Diversion Conservancy District. It is the request of the County that they be excluded from the District immediately due to there being no beneficial reason for Burleigh County to continue investing into the District.

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Burleigh County Commission



**ITEM**

**# 14**

BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM

Name: James P. Small  
Address: 9993 Desert Rd Bismarck, ND 58504  
Home Phone: 1 Work: 1 Cell: 1  
Email: 1

Board or Commission on which you prefer to serve:

Burleigh County Planning

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

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

Principal Occupation/Source of Income (check one)

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

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

Lazy + Diamond Ranch  
Small Ranch Limited Partnership

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

owner/manager MMI Excavation LLC

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

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM

Name: Jeff Neuberger

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 1

Email: j

Board or Commission on which you prefer to serve:

No preference

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

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

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


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

Principal Occupation/Source of Income (check one)

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

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

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

Signature:  Date: November 22, 2025

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

Please see my attached application for appointment to Board Subcommittees.

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

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

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

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

Sincerely

Jeff Neuberger

**BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM**

Name: James Landenberger

Address: 5012 Driftwood Lane, Bismarck ND 58503

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Board or Commission on which you prefer to serve:

**Burleigh Co. Water Resource District**

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

I have been serving on the Burleigh Co. WRD since 2017 and the last 4 as Chairman.

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

Principal Occupation/Source of Income (check one)

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

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

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

Signature: James Landenberger Date: 11/14/2025

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

**BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM**

Name: Dennis Reep

Address: 2213 East Ave F, Bismarck, ND 58501

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Board or Commission on which you prefer to serve:

Water Resource District

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

Registered PE and Certified Floodplain Manager, 40+ years of Water Resources experience in North Dakota

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

Principal Occupation/Source of Income (check one)

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

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

farmland in Nelson County, ND; real estate in McKenzie County, ND

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

ND Water Resource Districts Association, ND Water Users, ND Water Education Foundation, and Upper Missouri Water Association

Signature:  Date: 11-11-2025

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

**BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM**

Name: Garrett Bryan

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Board or Commission on which you prefer to serve:

Water Management Board or County Housing Authority

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

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

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

General interest in politics and governance.

Principal Occupation/Source of Income (check one)

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

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

N/A

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

Attorney with ND Insurance and Securities Department

Signature:  Date: 25NOV2025

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_



**BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM**

Name: Alvie Jarratt

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Current P&Z Commissioner

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

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

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

Principal Occupation/Source of Income (check one)

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

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

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

Signature:  \_\_\_\_\_ Date: 11/07/2025

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

**BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM**

Name: Brandon Wahlfeldt

Address: 223 Brandenburg Loop Bismarck ND 58504

Home Phone: (                      )                      Work:                      Cell:                     

Email: L. Wahlfeldt@gmail.com

Board or Commission on which you prefer to serve:

Planning Commission

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

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

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

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

Principal Occupation/Source of Income (check one)


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

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

NA

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

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

Signature:  Date: 23Nov25

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

**BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM**

Name: Dale Patrick

Address: 9440 Cedar Lane Bismark, ND 58503

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

Principal Occupation/Source of Income (check one)

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

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

D. Patrick Cabinetry

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

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

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM

Name: Mary L. Rennick

Address: 7060 Horseshoe Bend

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: 701-201-1111

Email: mary.l.rennick@burleighcounty.gov

Board or Commission on which you prefer to serve:

planning and zoning

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

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

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

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

Principal Occupation/Source of Income (check one)

☐ Farmer

☐ Military

☐ Investor/Retired

☐ Clerical & Sales

☐ Laborer

☐ Craftsman

☐ Business Owner

☐ Professional

☐ Government

☐ Student

☒ Other

retired, graphic artist

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

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

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

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

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

**BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM**

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

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Board or Commission on which you prefer to serve:

**Planning & Zoning**

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

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

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

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

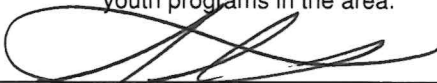
Principal Occupation/Source of Income (check one)

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

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

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

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

Signature:  Date: 11-25-2025

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_

BURLEIGH COUNTY  
AUXILIARY BOARD  
APPLICATION FORM

Name: Wayne Martineson

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

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

Principal Occupation/Source of Income (check one)

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

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

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

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

Signature: Wayne Martineson Date: 11-19-25

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

OFFICE USE ONLY

Date Appointed by Commission \_\_\_\_\_

Term Start Date \_\_\_\_\_

Term End Date \_\_\_\_\_

Oath Returned \_\_\_\_\_