



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



Burleigh County Commission Meeting Agenda

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

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

July 7, 2025

5:00 PM

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY PARK BOARD

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration June 16, 2025, meeting minutes. (Pg.4)
5. Comm. Munson:
 - a. Kniefel Boat ramp ADA equipment. (Pg.5-6)
6. Other Business.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of agenda.
4. Consideration of June 16th, 2025, meeting minutes and bills. (Pg.9-11)
5. Consent Agenda: (Pg.12-21)
 - a. Abatements.
 - b. Check replacement.
 - c. Tax sale waiver.
 - d. Special use permits.
6. **PUBLIC HEARING** on resolution and plan for separating elective office of Burleigh County Auditor/Treasurer to elective office of Auditor and appointive office of Treasurer. And amended plan for the change in duties of the Auditor. (Pg.23-53)
7. Larry Ressler:
 - a. Fireworks discussion.

8. County Planning Director Flanagan:
 - a. Special use permit. (*Pg.55-57*)
9. Brenda Nagel:
 - a. Bismarck Mandan Chamber EDC presentation. (*Pg.59-64*)
10. Bismarck/Burleigh Public Health director Renee Moch:
 - a. Request for Burleigh County opioid settlement funds. (*Pg.66-83*)
11. Commission continued items:
 - a. Commission meeting public Comment Policy. (*Pg. 84-85*)
12. Auditor/Treasurer Splonskowski:
 - a. Proposed August 5th combined City-County meeting.
13. Other Business.
14. Adjourn.

COUNTY WEED BOARD

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of the May 5, 2025, Weed Board minutes. (*Pg.87*)
5. County Weed Officer Johnson:
 - a. Update.
6. Other Business.

The next regularly scheduled Commission meeting will be on July 21st, 2025.

Mark Splonskowski

Burleigh County Auditor/Treasurer

COUNTY PARK BOARD

BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
JUNE 16TH, 2025

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

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

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

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the May 19th, 2025 meeting minutes with corrections. All members present voted 'AYE'. *Motion carried.*

Commissioner Munson stated that bids for the vault toilet and sidewalks for Steckel boat ramp were opened last week. He said the bid for the concrete work came in three times higher than the engineer's estimate and recommended the Commission reject the bid and put it out for re-bid. Motion by Comm. Munson, 2nd by Comm. Bakken to reject the only bid received for the sidewalk and handicapped parking pad and to put it out for re-bid. All members present voted 'AYE'. *Motion carried.* Munson recommended approval of the replacement of the vault toilet by Boom Concrete for \$15,064. He the price received from Boom was half of the other bids for the project due to the company doing many projects across the State. Motion by Comm. Bakken, 2nd by Comm. Behm to approve Boom Concrete's bid of \$15,064 for the replacement of the vault toilet. All members present voted 'AYE'. *Motion carried.*

Meeting adjourned.

Mark Splonskowski, Auditor/Treasurer

Brian Bitner, Chairman



7/2/2025

Commissioner Munson,

I want to start by extending my sincere appreciation for taking my calls over the last few days. By now you are aware that I am the founder and president of a public IRS registered 501c(3) charitable organization named Wheelchairs & Walleyes. The driving force behind our organization is to create an environment where anyone, regardless of their physical abilities, can enjoy access to recreational boating and fishing within our state's waterways. Up until recently true access to North Dakota's lakes and rivers by individuals in wheelchairs was nonexistent. When I say nonexistent, I mean quite literally there was no ability to safely lift a wheelchair user and their chair into a boat. In 2025, with the technological advances that our country has seen, to say that is unacceptable does not come close to a true description of our failure to protect our communities' most vulnerable population. Currently, there is more ADA accessibility at our local Walmart than there is on the Missouri River.

Our organization's mission has been to change the national landscape of recreational boating and fishing on our public waterways. In working towards this mission, in the last 12 months Wheelchairs & Walleyes has built and donated three of the most innovative wheelchair ramp and lift structures ever designed; making North Dakota the most inclusive and accessible state in the country for wheelchair users who enjoy inland lake recreational boating and fishing. Ultimately resulting in our organization being recognized by Governor Armstrong and receiving 2025's North Dakota Tourism's Flint Firestarter Award.

What is it we do, and why am I writing you? What we do is simple. Working with local, national, and international partners and donors, we design, engineer, fundraise, and build a permanent concrete structure with all of the necessary equipment for the public to use at our local waterways. We then donate that structure and all its components free of charge to the community. We feel that when the community pours themselves into a project, they have ownership. This is not Burleigh county's wheelchair ramp. It is the community's wheelchair ramp. We work with local builders, mom and pop construction businesses, local civic groups, and any other organizations who believe this project is best for our community. We even work with commissions who want their community to know that they believe in a cause that is so great that they want to be part of it as well. Quite simply, we still believe in love for your neighbor.

For almost a year now we have received countless requests to build a project on the river. A significant number of our wheelchair users reside in the Bismark/Mandan area. Additionally, our largest corporate donors not only call Burleigh County home, but they employ countless numbers of your citizens. We feel that there is no better place to showcase the very best of humanity than our state capital.

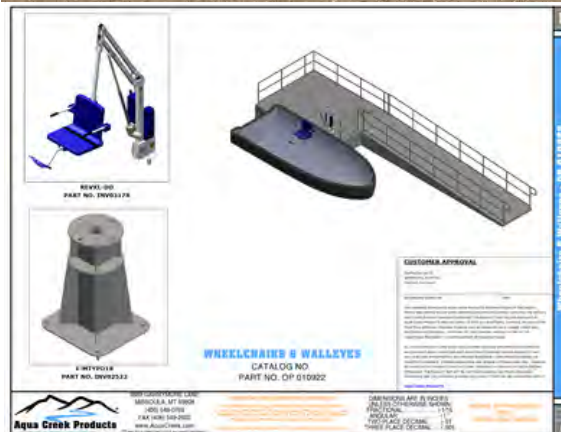
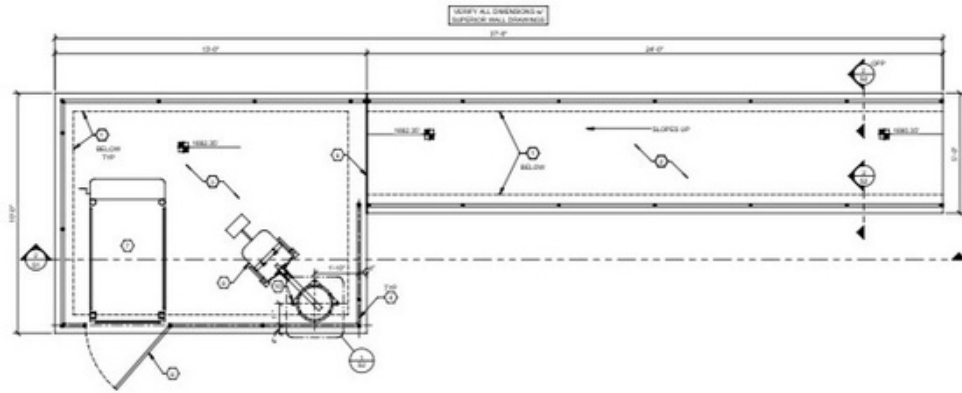
Our organization would be honored to build and donate our structures to your waterways. We have been working on this for quite some time, so we already have a significant portion of the project donated. Historically, we have found that projects of this magnitude can run in excess of \$150,000.00. Most recently, our Devils Lake ND project more than doubled that. Thankfully, through our donors and contractor network the vast majority of that is donated through services. Currently, for the Burleigh County project, the concrete structure that we contract to have built by Superior Walls of ND has been secured for your community. The excavating company Siteworx has donated all the excavation and dirt work. Houston Engineering has agreed to donate all the engineering, surveying, and site planning. Pahlke Steel has donated 100% of all of the steel required. Moritz Sport & Marine and Ranger Boats will sponsor a children's charity fishing tournament. Last but not least, Wheelchairs & Walleyes, in coordination with all its partners, will throw one of the biggest 100% free festivals Burleigh County has ever seen. Named "The children's mobility awareness day festival." A day where all children, paralyzed veterans, and disabled loved ones will get to enjoy a day dedicated to them 100% free of charge. Every bottle of water, every hot dog, and every painted face is free.

Burleigh county has no obligation to financially support this project. We will build it regardless of financial support. As long as we have access to a location, we will do the rest. Being as counties cannot make donations to charitable organizations, we are not asking for any sort of "Donation." That all being said, other counties have historically showed their support through accessing certain park and entertainment funds that have been set aside for projects such as these. Typically ranging from \$25,000-\$35,000. This allows us to expedite the purchase of the necessary wheelchair lifting equipment and ADA compliant steel handrailings. Regardless of whether funds are allocated or not, it is our hope that this commission will embrace this project for its community and show that North Dakota isn't simply a flyover state, but one that is at the leading edge of ADA recreational lake access for individuals with adaptive needs. Ultimately making a statement to the country that we believe at our very core that all people, regardless of their mobility abilities deserve the right to enjoy what we all take for granted every day. Independence.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jeff Gooss', written over the word 'Respectfully,'.

Jeff Gooss, Founder and President
Wheelchairs & Walleyes
PO Box 19
Hazen, ND 58545
(701) 880-2609
jeff@wheelchairsandwalleyes.com



COUNTY COMMISSION

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JUNE 16TH, 2025

5:00 PM

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

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

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the agenda with additions including an update on the intersection of 80th street and Highway 10 to item 7A, and items on the 250th anniversary of the United States and a purchase interest for the Missouri Valley Complex under other business. Commissioners Bakken, Woodcox, and Chairman Bitner voted 'AYE'. Commissioners Munson and Schwab voted 'NAY'. *Motion carried.*

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the June 2nd, 2025 meeting minutes as well as the bills. All members present voted 'AYE'. *Motion carried.*

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the Linda Strandemo, Arnold Kosobud, Jean Olson, Michael John Nagel, Bernice Nagel, Thomas & Maryann Baumgartner, Doyle & Betty Randal, Margie Ferderer, and Angela Heck abatements and the consent agenda in its entirety. All members present voted 'AYE'. *Motion carried.*

Chairman Bitner opened a public hearing on the resolution and plan for separating the elective office of Burleigh County Auditor/Treasurer to elective office of Auditor and appointive office of Treasurer. No public comment was heard. Chair Bitner closed the public hearing.

County Engineer Marcus Hall gave a brief update on the construction project at the intersection of 80th Street and Highway 10. He said the intersection was almost done with illumination, shoulder work, and chip seal remaining. Chair Bitner stated that the project looked good; however, there was some pavement that was breaking off. Hall stated he would look into the breaking pavement.

Engineer Hall presented a request from Hay Creek Township to create the Northridge Estates Subdivision special assessment district. Motion by Comm. Schwab, 2nd by Comm. Munson to create and number the Northridge Estates Subdivision special assessment district and direct the County Engineer to prepare a report as to the general nature, purpose, feasibility, and estimate of probable cost. All members present voted 'AYE'. *Motion carried.*

Chairman Bitner continued a discussion on the process for approving change orders. County Emergency Management Director Mary Senger provided a form for the process and needed the decision of the Commission on the amount a change order needs to be to require Commission approval. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Burleigh County change order form and require change

orders over \$50,000 be brought to the Commission for approval. All members present voted 'AYE'. *Motion carried.*

County Finance Director Leigh Jacobs continued a discussion on the reimbursement resolution for the Provident Building renovation and an update on the progress of the Bank of North Dakota Infrastructure Loan application. Replying to a question from Comm. Bakken, Jacobs stated that he spoke with the County's bond council and they clarified that by starting the bonding process the County is not obligated to go through with the bonds if the County changes course. Motion by Comm. Munson, 2nd by Comm. Schwab to approve the reimbursement resolution relating to the issuance bonds and the reimbursement of expenditures. All members present voted 'AYE'. *Motion carried.* Jacobs provided information on the training he attended for HB 1176 Property Tax Caps Session put on by the North Dakota Association of Counties.

Chairman Bitner continued a discussion on the Burleigh County Public Comment Policy. Discussion was had. Chair Bitner tabled this item for the next meeting to allow for changes to be made.

Commissioner Bakken started a discussion on Bismarck-Burleigh Public Health and had Public Health Director Renae Moch present information on the funding sources. Moch stated that the funding received in 2024 was Federal funding of 33%, fees collected of 20%, State funding of 11%, and what remained between the funding and expenditures is collected through the tax levy being split 25% County and 75% City of Bismarck. She presented options of what the cost share would be if the County increased their portion of public health funding. Discussion was had.

County Auditor/Treasurer Mark Splonskowski presented a request from the North Dakota Association of Counties for any Commissioners interested in serving on association committees. Chair Bitner requested this item be placed on a future meeting agenda to allow the Commissioners time to consider the positions.

In other business:

- Comm. Woodcox stated next year will be the 250th anniversary of the founding of the United States and suggested utilizing the south side of the Provident Building for a mural. Discussion was had. Chair Bitner requested this item be on the next agenda with Fort Abraham Lincoln Foundation Executive Director Aaron Barth speaking on the topic.
- Aurum Capital Ventures Land Agent Charles White spoke regarding interest to purchase 300 acres of the Missouri Valley Complex (parcel number 1990-001-001, also known as 3805 East Bismarck Expressway) for a potential data center. Discussion was had. White will present more information to the Commission at a later date.
- Comm. Woodcox made note that next Monday, June 30th, there will be a dedication of Judge Severin's court room at 4:00pm.

Meeting Adjourned.

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

DRAFT

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
25-390	Paul & Shara Missel	2024	Lot 25, Block 10, Country West III	Damage from foundation shift	\$571,900	\$528,300
25-391	Paul & Shara Missel	2025	Lot 25, Block 10, Country West III	Damage from foundation shift	\$522,000	\$478,400
25-403	Jodee Hanson	2024	Lot 35, Block 17, Sonnet Heights Sub	Error in property description	\$437,500	\$408,500
25-425	Clyde & Cynthia Graff	2024	Lot 14, Block 21, Homan Acres 6th	80% Disabled Veteran	\$276,700	\$222,700
25-426	Nybo, Volk & Atkinson LLP	2025	Lots 9-12, Block 6, Sturgis	Error in property description	\$798,800	\$655,800
25-427	Nybo, Volk & Atkinson LLP	2025	Lot 2 less following pt lots 1-2 beg @ NW cor blk 3 th nely 312.63' S52.76' th S 49.2' th sely 7' th swly 110' th nw 10' swly 43' nwly 318.76'	Error in property description	\$1,913,700	\$1,633,800
25-428	Robert Solberg	2023	Lot 2, Block 21, Morningside Heights	50% Homestead Credit	\$223,100	\$123,100
25-429	Robert Solberg	2024	Lot 2, Block 21, Morningside Heights	50% Homestead Credit	\$244,000	\$144,000
25-430	Robert & Debra Petryszyn	2023	Lot 13, Block 23, Morn Hgt Rep B16, 17, & B11	50% Homestead Credit	\$298,300	\$198,300
25-431	Robert & Debra Petryszyn	2024	Lot 13, Block 23, Morn Hgt Rep B16, 17, & B11	50% Homestead Credit	\$300,000	\$200,000
25-432	Lester & Vickie Walther	2023	Lot 30, Block 6, Wachter's 5th	50% Homestead Credit	\$235,600	\$135,600
25-433	Lester & Vickie Walther	2024	Lot 30, Block 6, Wachter's 5th	50% Homestead Credit	\$236,300	\$136,300
25-434	Donald & Maryann Suhr Revoc Living Trust	2024	Lot 57, Block 1, Edgewood Village 2nd	50% Homestead Credit	\$360,900	\$260,900
25-435	Edwin & Johanna Nagel	2023	N20' of Lot 28 & Lots 29-30, Block 11, Haight & Little's	100% Homestead Credit	\$290,900	\$90,900
25-436	Donna Mae Hamel	2023	Lot 20, Block 3, Rplt Lounsberry Outlots 17-20 & 24	100% Homestead Credit	\$189,400	\$0

25-437	Donna Mae Hamel	2024	Lot 20, Block 3, Rplt Lounsberry Outlots 17-20 & 24	100% Homestead Credit	\$198,300	\$0
25-438	Charlotte Skjod	2023	Tract B Unit 21 East View Townhouses, S20' of N50' of Lot 2, Block 3, East View	50% Homestead Credit	\$142,600	\$71,300
25-439	Charlotte Skjod	2024	Tract B Unit 21 East View Townhouses, S20' of N50' of Lot 2, Block 3, East View	100% Homestead Credit	\$161,700	\$0
25-440	Jeanne Crawford	2024	Unit 1 Garage Unit G-E Lake Ave Condos, S1/2 of Lot 2 & all Lot 3, Block 7, Park Hill 1st	100% Homestead Credit	\$104,400	\$0
25-441	Judith Laing	2023	Unit 3 of Bldg 2 Sleepy Hollow Heights 3rd Addn Condos IV, Lots 4-5, Block 1, Sleepy Hollow Heights 3rd	50% Homestead Credit	\$300,300	\$200,300
25-442	Judith Laing	2024	Unit 3 of Bldg 2 Sleepy Hollow Heights 3rd Addn Condos IV, Lots 4-5, Block 1, Sleepy Hollow Heights 3rd	50% Homestead Credit	\$324,500	\$224,500
25-443	Nicholas & Linda Babcock	2023	Lot 2, Block 6, Sattler's Sunrise 5th	50% Homestead Credit	\$322,600	\$222,600

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

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

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

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

NAME AND ADDRESS OF PAYEE:

BETHANIE K VOLK-DAVIES

BISMARCK, ND 58503

Check Date: 04/25/2025

Original Check #: 133180

Check Amount: \$500.00

AFFIDAVIT AND AGREEMENT

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

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

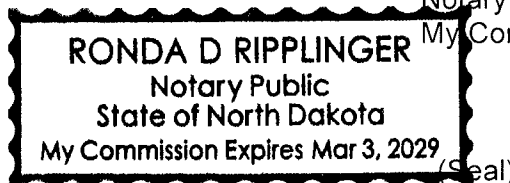
I agree to indemnify, compensate, or make restitution to the County of Burleigh for any and all loss, damage and expense as a result of this issue of said new duplicate payment. If said original check alleged to have been lost or destroyed shall come into my possession, or under my control, I shall immediately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

Subscribed and sworn to before me on

Bethanie K. Volk-Davies
Signature of Payee

Ronda D Ripplinger
Notary Public - County of Burleigh

My Commission Expires March 30, 2029



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

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

Burleigh County Auditor/Treasurer

Date

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

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

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

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

NAME AND ADDRESS OF PAYEE:

CORYNN S WALZ

6

BISMARCK, ND 58504

Check Date: 04/25/2025

Original Check #: 133309

Check Amount: \$94.32

AFFIDAVIT AND AGREEMENT

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

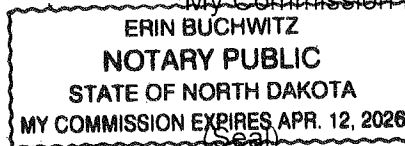
I hereby state under oath that the above described check has never been presented to me for payment, nor transferred to any other person or persons, and the same is believed to have been lost or destroyed, and that I hereby request the County of Burleigh to issue a duplicate payment for said check.

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

Subscribed and sworn to before me on

Corynn Walz
Signature of Payee

E Buchwitz
Notary Public - County of Burleigh
My Commission Expires _____



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

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

Burleigh County Auditor/Treasurer

Date

**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 17926 (11-2023)

Permit Number

25-007

Permit Type (check one)

☐ Local Permit ☒ Restricted Event Permit*

Games Authorized

☐ 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

NORTHERN LIGHTS COUNCIL

Dates Authorized (Read Instruction 2)

JULY 24, 2025

Organization or Group Contact Person

E-mail

Telephone Number

Mailing Address

City

State

ZIP Code

SITE INFO

Site Name

CAPITAL CITY SPORTING CLAYS

County

BURLEIGH

Site Address

12951 71ST AVE N

City

BISMARCK

State

ND

ZIP Code

58503

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.)

JULY 24, 2025- AT CAPITAL CITY SPORTING CLAYS - ONE TIME DRAWING

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 Auditor/Treasurer	Telephone Number 701-222-6718	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 (2-2023)

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 Northern Lights Council - Scouting America		Dates of Activity (Does not include dates for the sales of tickets) July 24, 2025	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Business Address [REDACTED]	City [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]
Mailing Address (if different) [REDACTED]	City [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]

SITE INFO

Site Name Capital City Sporting Clays		County Burleigh	
Site Physical Address 12951 71st Ave N	City Bismarck	State ND	ZIP Code 58503
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.) July 24, 2025			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Steven's 555 Sporting 12ga	850.00
Total (limit \$40,000 per year)		\$ 850.00

Intended Uses of Gaming Proceeds

Support Scouting in the Northern Lights Council

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 1-800-328-9240)

☐ Yes ☒ 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)

☐ Yes ☒ 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)

☒ No ☐ Yes - Total Retail Value: [REDACTED] (This amount is part of the total prize limit for \$40,000 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.)

☐ Yes ☒ No

Name Thomas D. Huether	Title Assistant Scout Executive	Telephone Number 406.780.0690	E-mail Address thomas.huether@scouting.org
Signature of Organization or Group's Top Official [Signature]		Title Scout Executive	Date 6/13/25

All Items required for this Permit have been met.

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



LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 17926 (11-2023)

Permit Number
25-008

Permit Type (check one)	
<input checked="" type="checkbox"/> Local Permit	<input type="checkbox"/> Restricted Event Permit*
Games Authorized	
<input type="checkbox"/> Bingo	<input checked="" type="checkbox"/> Raffle
<input type="checkbox"/> Raffle Board	<input type="checkbox"/> Calendar Raffle
<input type="checkbox"/> Sports Pool	<input type="checkbox"/> Poker*
<input type="checkbox"/> Twenty-One*	<input type="checkbox"/> 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 DRISCOLL WILDLIFE CLUB		Dates Authorized (Read Instruction 2) NOV. 8, 2025	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Mailing Address [REDACTED]	City [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]

SITE INFO

Site Name TNT TAVERN		County BURLEIGH	
Site Address 31 MAIN ST	City DRISCOLL	State ND	ZIP Code 58532
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.) NOVEMBER 8, 2025 RAFFLE DRAWING AT 7PM			

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:
- 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 AUDITOR/TREASURER	Telephone Number 701-222-6718	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 (9-2023)

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 <u>Driscoll Wildlife Club</u>		Dates of Activity (Does not include dates for the sales of tickets)	
Organization or Group Contact Person <u>[REDACTED]</u>	E-mail <u>[REDACTED]</u>	Telephone Number <u>[REDACTED]</u>	
Business Address <u>[REDACTED]</u>	City <u>[REDACTED]</u>	State <u>[REDACTED]</u>	ZIP Code <u>[REDACTED]</u>
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name <u>TNT Tavern</u>		County <u>Burleigh</u>	
Site Physical Address <u>31 main st</u>	City <u>Driscoll</u>	State <u>ND</u>	ZIP Code <u>58532</u>
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.) <u>Saturday November 8th 7pm</u>			

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

Game Type	Description of Prize	Exact Retail Value of Prize
	<u>See Attached</u>	<u>4,238.08</u>
Total (limit \$40,000 per year)		\$ <u>4,238.08</u>

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds	
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: <input type="text"/> (This amount is part of the total prize limit for \$40,000 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 <u>Melissa Meland</u>	Telephone Number	E-mail Address
Signature of Organization Group's Permit Organizer <u>[Signature]</u>	Title <u>President</u>	Date <u>6-13-25</u>

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(S)	Sold at Auction for	REMAINING TOTAL TO WAIVE
BURLEIGH COUNTY TAX SALE (2022)	4612 NORMANDY ST	1511-002-120	\$266.67	\$2,372.85	\$2,839.52	\$1.00	\$2,838.52
BURLEIGH COUNTY TAX SALE (2023)	637 E LASALLE DR	1514-004-001	\$2,825.72	\$19,324.66	\$22,300.38	\$1.00	\$22,299.38

PUBLIC HEARING

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

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

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

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

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

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

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

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

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

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

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

Dated this ____ day of _____, 2025.

Attest: _____
Mark Splonskowski
Burleigh County Auditor / Treasurer

Brian Bitner, Chair
Burleigh County Commission

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

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

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

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

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

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

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

The staff needed for daily operations for each department is:

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

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

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

Office of County Administrator – County Administrator

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

DRAFT

States Attorney Lawyer,


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

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

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

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

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

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

Job Title: Auditor/Treasurer/Tax

Job Status: Elected

Salary Grade: 16

Location: Bismarck

Department: Auditor/Treasurer/Tax
Equalization

Reports to: Electorate

DBM Rating: D63


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

Responsibilities:

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

Essential Job Duties:

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

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

Job Qualifications, Experience and Education

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

Working Conditions/ Physical and Mental Demands


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

Clarification Clause:

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

Employee Signature

Date

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

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


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

Responsibilities:

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

Essential Job Duties:

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

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

Job Qualifications, Experience and Education

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

Working Conditions/ Physical and Mental Demands


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

Clarification Clause:

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

Employee Signature

Date

	<p align="center">Burleigh County, North Dakota</p> <p align="center">Job Description</p>	<p>Last Date Revised: 04/17/2023</p> <p>Job Description # 05-41410-502</p>
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Employee: _____
Job Title: Executive Assistant – Elections Coordinator
Job Status: Exempt
Salary Grade: 9

Location: Bismarck
Department: Auditor/Treasurer/Tax
Equalization
Reports to: Auditor/Treasurer/Tax
DBM Rating: C41


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

Responsibilities:

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

Essential Job Duties:

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

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

Job Qualifications, Experience and Education

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

Working Conditions/ Physical and Mental Demands


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

Clarification Clause:

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

Employee Signature

Date

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

Job Title: Accountant I

Job Status: Exempt

Salary Grade: 9

Location: Bismarck

Department: Auditor/Treasurer/Tax

Reports to: Deputy Auditor/Treasurer &
Deputy Finance Director

DBM Rating: C41

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

Responsibilities:


80 % time Perform routine and specialized accounting and financial activities in support of the countywide financial management system including functions of accounts receivable, accounts payable, cash receipts, capital assets, inventory management, investments, and long-term debt.

10 % time Assist in general administrative functions including budgeting, expenditure analysis, purchasing, and related areas.

10 % time Assist in the preparation of the comprehensive annual financial audit; close year-end financial statements, compile information and prepare statistical and note sections of the report. Assist in the review and update of all supporting processes, policies, and procedures needed to ensure compliance with Generally Accepted Accounting Principles (GAAP), conformance with applicable laws and policies, and an effective internal control system.

Essential Job Duties:

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

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

Job Qualifications, Experience and Education

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

Working Conditions/ Physical and Mental Demands


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

Clarification Clause:

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

Employee Signature

Date

	<p align="center">Burleigh County, North Dakota</p> <p align="center">Job Description</p>	<p>Last Date Revised: 04/17/2023</p> <p>Job Description # 06-41410-014</p>
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Employee: _____
Job Title: Accounting Technician
Job Status: Non-Exempt
Salary Grade: 5

Location: Bismarck
Department: Auditor/Treasurer/Tax
Reports to: Deputy Auditor/Treasurer
DBM Rating: B22

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

Responsibilities:


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

Essential Job Duties:

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

Job Qualifications, Experience and Education

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

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

Working Conditions/ Physical and Mental Demands


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

Clarification Clause:

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

Employee Signature

Date

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

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

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

Responsibilities:


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

Essential Job Duties:

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

Job Qualifications, Experience and Education

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

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

Working Conditions/ Physical and Mental Demands


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

Clarification Clause:

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

Employee Signature

Date

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

Job Status: Non-Exempt
Salary Grade: 4

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


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

Responsibilities:

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

Essential Job Duties:

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

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

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

Working Conditions/ Physical and Mental Demands

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

Clarification Clause:

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

Employee Signature

Date

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

Julie,

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

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

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

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

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

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

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

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

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

Leigh Jacobs, CPA
Finance Director
Burleigh County

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

Good morning,

Here is the structure for the Tax Equalization office:

4 Staff Members, 1 in each category.

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

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

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

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

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

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

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

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

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

CHAPTER 11-09.1 HOME RULE COUNTIES

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

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

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

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

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

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

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

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

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

11-09.1-04.1. Multicounty home rule.

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

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

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

11-09.1-05. Powers.

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

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

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

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

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

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

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

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

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

11-09.1-06. Amendment or repeal.

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

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

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

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

Repealed by S.L. 1993, ch. 401, § 53.

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

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

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

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

11-09.1-11. General powers preserved.

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

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

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

11-09.1-13. Enforcement of criminal penalties.

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

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

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

CHAPTER 11-10.2

COUNTY OFFICER COMBINATION, SEPARATION, AND REDESIGNATION

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolved, that effective July 8th 2025 at 12:00 pm, the physical office space of the elected office of County Auditor shall be relocated to available space within the Veterans Services Office at the City/County Building.

Resolved, that effective July 7th 2025, the elected office of County Auditor shall be restricted to the following levels of access within the County's computer systems, programs, and online drives, except for those necessary to perform the non-financial duties which remain with the elected office of County Auditor after the separation:

- Read only access to School ERP Pro (aka "Infinite Visions")
- Read only access to TaxWise
- No access to the "K" drive
- No access to any County banking or County investment websites (e.g., online banking or access to broker-dealer websites)
- No access to unredacted County banking or County investment information (e.g. monthly statements, monthly investment reports)
- No access to any other County computer system, program, drive, website or any such similar thing not required to perform the non-financial duties which remain with the elected office of County Auditor after the separation

Resolved, that effective July 7th 2025, the elected office of County Auditor is removed as a signatory on all County banking and investment accounts.

Resolved, that effective July 7th 2025, the County Treasurer, Finance Director, Deputy Finance Director, and Deputy Auditor/Treasurer are added as signatories on all County banking and investment accounts. Appropriate policies and procedures will be established to ensure segregation of incompatible duties and review.

ITEM

8



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.
Re: Findings of Burleigh County Planning Commission
Date: 6-30-2025
From: Mitch Flanagan, Burleigh County Planning Director. *WLF*

ITEM 1

Special Use Permit to move an Accessory Structure

On June 11, 2025, a public hearing was held for Gene & Kathleen Wiese to move a 1,700 sq./ft. accessory building from 10750 Rushmore Road to their property at 9951 Highway 10. Moving a building within Burleigh County qualifies for the special use request.

The size of the accessory building is allowed on 2 acres of property. The application requirements of Article 6, Article 8 and Article 12 of the Burleigh County Zoning Ordinances have been met.

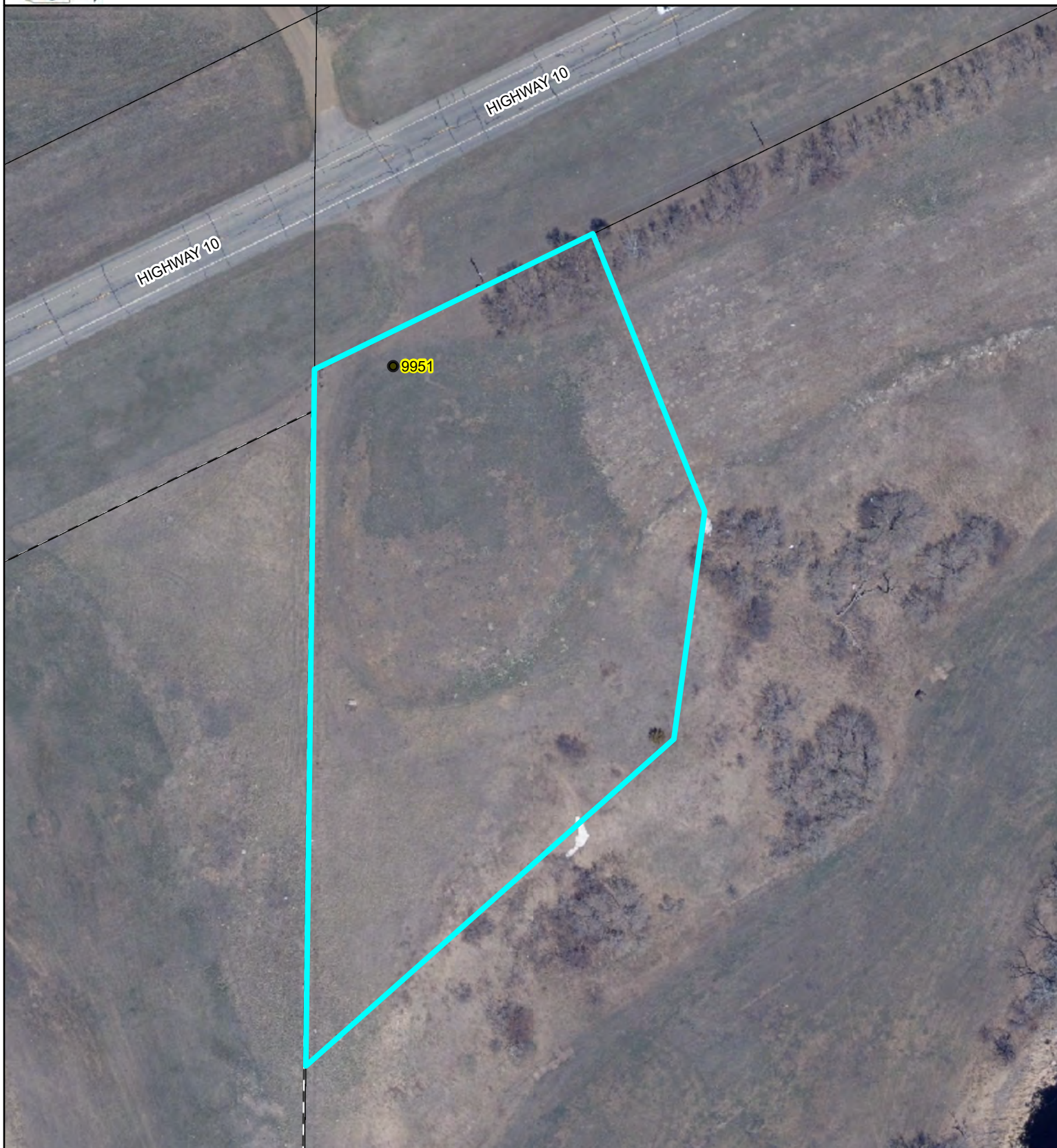
The petition to the Planning Commission was recommended for approval by a vote of 8-0.

ACTION REQUESTED:

Consider to approve the Special Use Permit to move an accessory building.

Attachments:

- Ex. 1- Site Location Map
- Ex. 2- SUP_Schatz



PARCEL ID: 32-139-79-69-01-010

OWNER: WIESE, EUGENE P & KATHLEEN F

ACRES: 2

SITE ADDRESS: 9951 HWY 10

MAIL ADDRESS: 10750 RUSHMORE RD, BISMARCK, ND 58503-9793

LEGAL: WIESE ACRES BLOCK 1 LOT 1

BURLEIGH COUNTY

STATE OF NORTH DAKOTA

Building and Planning Department
221 N. 6th St.
Bismarck, North Dakota 58506
Phone: 701-221-3727

PERMIT NO. SUP 25- 002

BURLEIGH COUNTY SPECIAL USE PERMIT to allow the relocation of a 1,700 sq./ft. accessory structure in SECTION 34 WIESE ACRES BLOCK 1 LOT 1 in Gibbs Township Range 79 Burleigh County, North Dakota.

The Burleigh County Board of Commissioners has granted a Special Use Permit to allow a placement of an accessory structure in Section 34 Gibbs Township Range 79 Burleigh County, North Dakota.

This Special Use Permit is subject to the following conditions:

Moving and placement of a 1,700 sq./ft. existing Accessory Structure only.

Approved by the Burleigh County Board of County Commissioners on: June ---- 2025

Attest:

Mark Splonskowski, Burleigh County Auditor

* Special Use Permits are non-transferrable. If ownership of the property is changed, the Special Use Permit # 25-002 is null & void.

ITEM

9

Spring 2025
UPDATE



BISMARCK MANDAN **CHAMBER | EDC**

MOVING BUSINESS FORWARD

WORKFORCE DEVELOPMENT

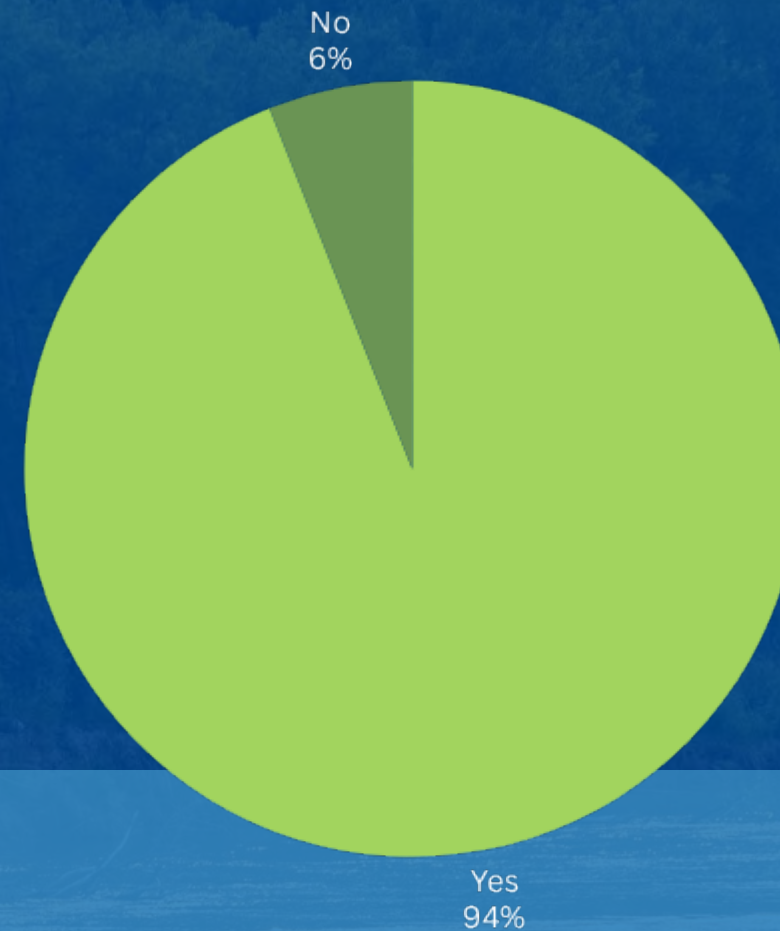
Internship Network

94%

Felt they learned more and
become more connected with the
community through these events



2025 Season Kick-off was held June
11th with 50+ interns in attendance



Welcome Initiative

23.3k

Facebook Page Views Since
May 1st



Kicked-off with a
press conference
on May 1st



WORKFORCE PROGRAMS

EDUCATOR EXPERIENCE

LEARN DIRECTLY FROM EMPLOYERS
IN OUR COMMUNITY



ENGINEERING



ARCHITECTURE



HEALTHCARE



MEDIA &
COMMS



CRIMINAL
JUSTICE

+ MORE



24 EDUCATORS



The Rewind

A podcast centered around local retired individuals with the goal learning more about that population and find opportunities for them.

Welcome to Bismarck Sign

Remove and replace current signs to better welcome individuals to the community.

Paw Patrol

Obtain a therapy K9 for Bismarck Police Department to help community members and their relationship with law enforcement.

STUDENT LEADERSHIP NETWORK

- MAKE CONNECTIONS WITH LEADERS IN OUR COMMUNITY
- LEARN DIRECTLY FROM EMPLOYERS IN HANDS-ON ENVIRONMENT
- EXPLORE CAREER PATHS AVAILABLE IN OUR REGION



EPIC

(Energy Progress & Innovation Conference)

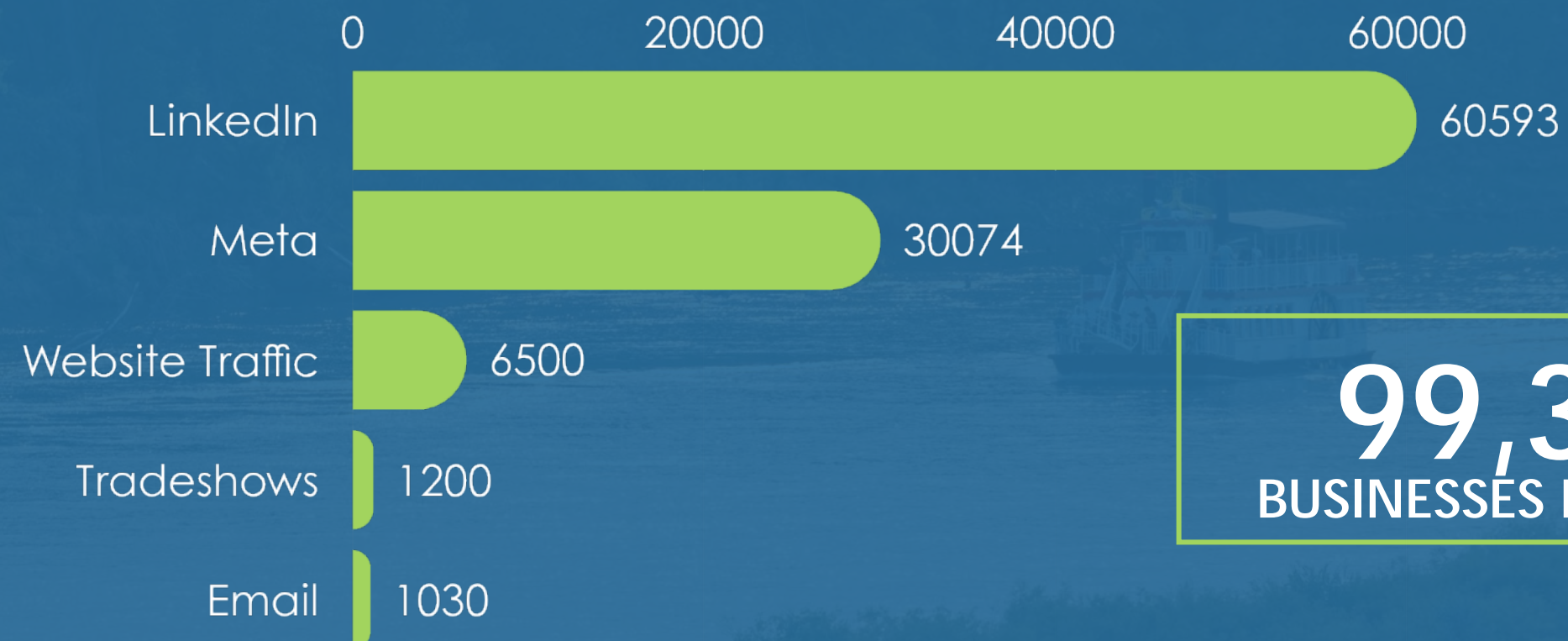


Connected with over
1,000 attendees and
200 exhibitors.

BUSINESS BOOTCAMP

MULTI-STAGE DEVELOPMENTAL PROGRAM IS BUILT TO GUIDE PARTICIPANTS THROUGH THE COMPLETE PROCESS OF STARTING A BUSINESS

MARKETING EFFORTS | Q1 & 2 2025





ADDITIONAL EFFORTS

AFFORDABLE HOUSING

CHILDCARE POLICY

RECRUITMENT RESOURCES FOR LOCAL BUSINESSES



BISMARCK MANDAN
CHAMBER | EDC



Brenda Nagel
President | CEO



Nathan Schneider
VP of Economic Development



Summer Sturm
Workforce Development



Noah Vroman
Business Development

Thank you for helping us **Move Business Forward**

ITEM

10



Public Health
Prevent. Promote. Protect.

Bismarck-Burleigh Public Health

MEMORANDUM

DATE: 6/24/2025

TO: Mark Splonskowski, Auditor, Treasurer
Burleigh County Commission

FROM: Renae Moch, Public Health Director
Bismarck-Burleigh Public Health

ITEM: Request for Burleigh County Opioid Settlement Funds

BACKGROUND INFORMATION:

Bismarck-Burleigh Public Health is requesting an allocation of \$50,000 from Burleigh County's opioid settlement funds to support technical assistance to develop a comprehensive plan for a Community Triage Center in Bismarck. This funding request represents a 50/50 cost share with the City of Bismarck to cover the total cost of \$100,000 in technical assistance fees.

Please note: This request is solely for planning and development support, not for construction or operations of a facility.

The Community Triage Center is envisioned as a future solution to address the growing need for appropriate, coordinated responses to addiction, behavioral health, and homelessness in our community. The technical assistance funded through this request would allow us to build a strong foundation and road map for this work by:

- Designing a model tailored to our community, based on best practices from similar triage centers.
- Developing a governance structure that outlines roles and responsibilities across partners.
- Creating a financial sustainability plan, including reimbursement pathways from Medicaid.
- Crafting a detailed implementation plan and timeline.
- Presenting final recommendations to city and county commissions

Earlier this year, Bismarck-Burleigh Public Health was awarded federal funding for this technical assistance work, but those funds were retracted on March 25, 2025, due to changes in the federal budget. We then applied to the North Dakota Opioid Settlement Fund, but our request was not selected due to high demand.

To move forward, we are now seeking local support through the City of Bismarck and Burleigh County opioid settlement allocations.

We have already conducted a formal Request for Proposals (RFP) process. Healthcare Management Associates was selected as the preferred vendor through a scoring and interview process. They are prepared to begin work immediately upon funding approval.

Although this request is not for direct services, it is a critical first step toward developing a solution that will ultimately:

- Alleviate pressure on the Burleigh County Sheriff's Department and Burleigh-Morton Detention Center.
- Provide an alternative to jail or emergency departments for individuals in behavioral health or substance use crisis.
- Lay the groundwork for long-term, sustainable crisis response and diversion programs in our community

This project is in full alignment with [Exhibit E](#) of the National Opioid Settlement. It aligns with at least 25 of the approved strategies including:

- Warm hand-offs
- MAT (Medication Assisted Treatment) access and education
- Wraparound and recovery support services
- Peer and crisis support
- Alternatives to incarceration and emergency rooms
- Cross-sector planning and training

This makes it a highly eligible use of opioid settlement funds, particularly under Core Strategies E and B, and Approved Uses B, C, and D.

It also meets the intent of North Dakota House Bill 1447, which requires collaboration between public health units and political subdivisions to ensure opioid settlement funds are used for meaningful remediation.

This is a critical opportunity to invest in real solutions that protect lives, relieve pressure on law enforcement, and create a healthier, safer community.

Supporting Information/Resources:

North Dakota Century Code 50-36-06:

<https://www.ndlegis.gov/cencode/t50c36.pdf#nameddest=50-36-06>

Political Subdivision Allocation Plans:

As required by [North Dakota Century Code 50-36-06](#), a political subdivision that recovers and retains moneys as a result of opioid litigation shall collaborate with a public health unit on the use of the moneys for local programs for remediating and abating the opioid crisis. All political subdivisions shall provide an allocation plan to the behavioral health division prior to expenditure. Plans should be submitted [online](#). Opioid Settlement Funds must be used in a way that aligns with [Exhibit E](#).

Status of the Opioid Settlement Fund 2025-2027 Biennium:

On April 3, 2025, the ND OSF Grant Notice of Funding Opportunity was announced for the 2025-2027 biennium with a total of \$8,000,000 available. Fifty-nine applications were received with a total of \$31.5 million requested. BHD awarded 18 applications a total of \$7,999,926. Of the total awarded, \$3,516,443 will be used for opioid use prevention and overdose prevention, including best practices relating to fentanyl drug overdose, and approved use for workforce development. Contracts will begin July 1, 2025.

Political Subdivision Funding and Allocation Plans:

NDCC 50-36 indicates a political subdivision that recovers moneys as a result of opioid litigation may deposit the moneys in the fund or may retain the moneys and transfer the moneys to the public health unit that provides services to that political subdivision. All political subdivisions shall provide an allocation plan to the behavioral health division prior to expenditure. An allocation plan has been submitted for 50 political subdivisions in partnership with their Local Public Health Unit.

Eligible Political Subdivision	Total payments as of (8/1/24)**	Allocation plan received by BHD
Adams County	\$11,004.86	x
Barnes County	\$39,064.06	x
Benson County	\$27,769.73	x
Billings County	\$1,789.40	x
Bismarck	\$265,178.93	x
Bottineau County	\$8,994.07	
<i>Bowman County*</i>	\$0.00	NA
Burke County	\$4,514.88	
Burleigh County	\$199,619.63	
Cass County	\$311,912.64	x
<i>Cavalier County*</i>	\$0.00	NA
Devils Lake	\$12,203.29	x
Dickey County	\$20,429.63	x
Dickinson	\$35,617.63	x
Divide County	\$2,509.78	
Dunn County	\$16,902.50	x
Eddy County	\$7,505.21	x
Emmons County	\$1,565.23	
Fargo	\$433,340.93	x
Foster County	\$13,267.51	x
Golden Valley County	\$7,675.89	x
Grand Forks	\$242,541.54	x
Grand Forks County	\$184,059.76	x
Grant County	\$7,052.65	x
Griggs County	\$6,984.62	
Hettinger County	\$7,062.96	x
Jamestown	\$23,663.53	x
Kidder County	\$10,357.81	x
LaMoure County	\$10,227.46	x
Lisbon	\$4,623.21	x
Logan County	\$5,529.03	x
Mandan	\$37,940.69	x

Eligible Political Subdivision	Total payments as of (8/1/24)**	Allocation plan received by BHD
Mchenry County	\$861.52	
Mcintosh County	\$9,668.23	x
Mckenzie County	\$41,476.48	x
McLean County	\$38,350.76	
Mercer County	\$37,867.07	x
Minot	\$97,385.97	x
Morton County	\$89,954.80	x
Mountrail County	\$37,536.32	
Nelson County	\$15,970.61	
Oliver County	\$7,506.10	x
Pembina County	\$42,208.99	x
Pierce County	\$24,539.07	x
Ramsey County	\$42,897.37	x
Ransom County	\$20,830.54	x
Renville County	\$811.67	
Richland County	\$81,889.81	x
Rolette County	\$61,302.51	x
Sargent County	\$19,449.37	x
Sheridan County	\$3,017.91	
Sioux County	\$22,456.03	x
Slope County	\$1,586.32	x
Stark County	\$112,939.32	x
Steele County	\$8,202.41	x
Stutsman County	\$66,560.37	x
Towner County	\$6,088.79	x
Traill County	\$35,665.90	x
Walsh County	\$69,128.06	x
Ward County	\$117,396.35	x
Wells County	\$14,642.12	x
West Fargo	\$60,808.35	x
Williams County	\$77,705.54	x
Williston	\$50,586.69	x

*Subdivision did not participate in settlement

**Amounts based on notices received by AG's office and may not reflect official numbers.

TOTAL SUBDIVISIONS PAYMENTS	\$3,278,200.41**
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EXHIBIT E

List of Opioid Remediation Uses

**Schedule A
Core Strategies**

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“*Core Strategies*”).¹⁴

A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO
REVERSE OPIOID OVERDOSES**

1. Expand training for first responders, schools, community support groups and families; and
2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

B. **MEDICATION-ASSISTED TREATMENT (“MAT”)
DISTRIBUTION AND OTHER OPIOID-RELATED
TREATMENT**

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

¹⁴ As used in this Schedule A, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment (“*SBIRT*”) services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder (“*OUD*”) and other Substance Use Disorder (“*SUD*”) Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME (“*NAS*”)**

1. Expand comprehensive evidence-based and recovery support for NAS babies;
2. Expand services for better continuum of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

Schedule B
Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“OUD”) and any co-occurring Substance Use Disorder or Mental Health (“SUD/MH”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:¹⁵

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“MAT”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“ASAM”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“OTPs”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

¹⁵ As used in this Schedule B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)**

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARI*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“*CTT*”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“*NAS*”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“ADAM”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

ITEM

11

Public Comment Policy ([NDCC 44-04](#))

Burleigh County welcomes public comment at our regularly scheduled meetings. A "Public Comment" period will be provided before the consent agenda and regular agenda.

Public Comment:

- May be available during each agenda item at the discretion of the Chair
- Time limit and appropriateness at discretion of the Chair
- Restricted to Burleigh County residents and landowners
- Presenter must sign-in with name and address on form provided
- Must be pertinent to Burleigh County
- May not interfere with the orderly conduct of the regular meeting
- May not be defamatory, abusive, harassing, or unlawful
- Should not repeat items already presented during public comment period
- Public may sign form and signify if agree or disagree rather than speaking if their comments do not add to the conversation
- May be prohibited if an alternative procedure exists to bring that particular type of public comment before the entity, the public comment includes confidential or exempt information, or the public comment is otherwise prohibited by law.

COUNTY

WEED

BOARD

BURLEIGH COUNTY WEED BOARD
MEETING MINUTES
MAY 5th, 2025

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

Chairman Bakken called the Burleigh County Weed Board meeting to order.

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

Motion by Comm. Munson, 2nd by Comm. Bitner to approve the agenda. All members present voted 'AYE'.
Motion carried.

Motion by Comm. Schwab, 2nd by Comm. Munson to approve the January 21st, 2025 meeting minutes. All members present voted 'AYE'. *Motion carried.*

County Weed Officer Daron Johnson enumerated updates on the weed program. He stated the self-application form for chemical sales started on May 1st, 2025 and he will continue selling until June 26th, 2025 on Thursdays from 11:00am to 1:00pm. Johnson said that he has received a lot of interest in the contract spraying. He listed Milestone and High Noon as the chemicals that are being applied this year. Johnson stated the County purchased SpraySync in 2023 and is getting the system set up for use in conjunction with the NDDA. SpraySync will be out this year to install the system on the trucks and NDDA Inspector Derek Woehl will be present with the operators to do a mock inspection on the equipment. He said Woehl would also be coming out to the distribution center to make sure everything looks good. Johnson stated that the contract has been signed with NDDOT for state highway spraying.

Meeting adjourned.

Mark Splonskowski, Auditor/Treasurer

Steve Bakken, Chairman