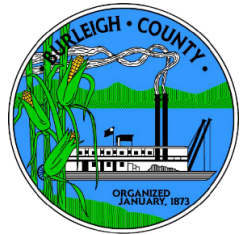




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



Burleigh County Commission Meeting Agenda

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

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

October 6, 2025

5:00 P.M.

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY PARK BOARD

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of September 15th, 2025, meeting minutes. (Page 4)
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
6. Kimball Bottoms Feasibility study. (Page 6)
7. Other Business.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of September 15th, 2025, meeting minutes and bills. (Page 9)
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
6. Consent Agenda: (Page 13)
 - a. Abatements.
7. Sherif Leben. (Page 15)
 - a. NDDOT Grant.
 - b. Police Youth Bureau Agreement.
8. County Engineer Hall. (Page 24)
 - a. Authorization to advertise for bids.
 - b. Developer Waiver request.
 - c. Annual fee schedule.
 - d. Township maintenance agreement.
9. Auditor/Treasurer Splonskowski: (Page 39)

- a. Establishment of minimum sales price for property acquired by the County through tax deed proceedings (non-payment of real estate taxes).
 - b. Approval of 2026 meetings calendar.
 - c. ND Secretary of State MOU.
10. Finance Director/ Interim Treasurer Jacobs: (Page 45)
 - a. Budget amendment for Sheriff Dept Repairs & Maintenance.
 - b. Burleigh County vendor policy.
11. HR Director Binder: (Page 57)
 - a. States Attorney Retention and Recruitment Follow-up Discussion
 - b. Follow-up information requested by the Burleigh County Commission at the September 15, 2025, Commission Meeting
 - Review and approval of the revised Auditor Job Description
 - Recommendation for Auditor salary effective April 1, 2027.
12. Commissioner Munson: (Page 82)
 - a. Treasurer Position discussion.
13. Commissioner Woodcox:
 - a. 250th Anniversary Mural update.
14. Continued agenda items: (Page 84)
 - a. ETA discussion.
 - b. Discussion on salary for the next elected Auditor.
 - c. City recreation agreement.
15. States Attorney Lawyer: (Page 96)
 - a. Investigator salary variance request.
 - b. Opioid Litigation. ***The Commission may enter executive session to discuss the Opioid Litigation pursuant to N.D.C.C. § 44-04-19.1(2).***
16. Other Business.
17. Adjourn.

The next regularly scheduled Commission meeting will be on October 20, 2025.

Mark Splonskowski

Burleigh County Auditor/Treasurer

COUNTY PARK BOARD

**BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
SEPTEMBER 15th, 2025**

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

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

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

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the July 21st, 2025 meeting minutes. Commissioners Bakken, Behm, Herman, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Nicolas Cullen from Houston Engineering presented the results of a feasibility study done on Kimball Bottoms boat ramp. Chairman Bitner requested this item be placed on the next agenda.

No other business was presented.

Meeting adjourned.

5:17 PM

Mark Splonskowski, Auditor/Treasurer

Brian Bitner, Chairman

ITEM

6



**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
Riverdale Real Estate Office**

Grantee: Burleigh County Park Board & Bismarck Parks & Recreation District

Outgrant No.: DACW45-1-78-6042

Location: Kimball Bottoms Recreation Area

Project: Oahe

Inspection Attendees: Shannon Langland (COE), Loretta Hansen (COE), Amanda Young (COE), Lindsay Johnson (COE), Pat Feiock (COE), Dalton Sougstad (COE), Dave Mayer (BPRD)

COMMENTS AND INSTRUCTIONS:

2023 Follow ups:

- Asphalt removal in process.
- Please coordinate with USACE Regulatory and Natural Resources on permitting for dredging work in 2024. **-Dredging completed.**

2024 Follow ups:

- General garbage clean-up.
- Courtesy dock is not currently being used. Remove if it will not be used again.
- Continue noxious weed management. Wormwood noted.

Overall, the area looks great. Thank you for the hard work! The Corps and recreating public appreciate your efforts.

COE Employee Signature Shannon Langland Date 8-15-2024

COUNTY COMMISSION

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
SEPTEMBER 15th, 2025**

5:17 PM

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

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

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

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

Chairman Bitner opened the meeting to public comment.

- County resident Travis Jensen spoke regarding Bismarck-Burleigh Public Health

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Terrance Stevenson abatements, and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

The Commission discussed the ETA and the upcoming joint meeting of the Bismarck and Burleigh Commissions on September 17th, 2025 at 5:00 PM. County Planning Director Mitch Flanagan spoke regarding the ETA.

Planning Director Flanagan explained Senate Bill 2027 regarding floodplain management and the responsibilities of the County if the Townships do not request to handle their own floodplain management. Flanagan requested approval of a letter to be sent to the Township Supervisors inquiring on their intent regarding their Township's floodplain management. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the draft of the letter to Township Supervisors. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Comm. Bakken requested that additional background information be sent along with the letters to the Township Supervisors.

County Engineer Marcus Hall presented a request to accept a platted right of way for the Ridge Addition Subdivision. Motion by Comm. Bakken, 2nd by Comm. Woodcox to accept the platted right away for the Ridge

Addition Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Sheriff Kelly Leben presented a request for authorization to receive and distribute funding from the North Dakota Back the Blue Grant Program to be used for retention of Deputy Sheriffs and Detention Officers. Motion by Comm. Woodcox, 2nd by Comm. Bakken to authorize the acceptance of the North Dakota Back the Blue Grant and implement the program as presented. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

County Deputy Veterans Service Officer Chris Berglund presented a request for funds to place a flagpole at the military and veteran's memorial at the courthouse. Motion by Comm. Munson, 2nd by Comm. Bakken to utilize the courthouse maintenance fund for the remaining cost of \$1,128.20 for the flagpole addition to the military and veteran's memorial at the courthouse after using the \$4,514 of donated funds. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner started a discussion on what the County Auditor's salary should be after the current term is over because of the reduction of duties. Discussion was had. County Human Resources Director Pam Binder spoke regarding the subject and the Auditor's job description. Chair Bitner requested this item be added to the next agenda.

Chairman Bitner reviewed a human rights complaint filed with the North Dakota Department of Labor for Binder v. Burleigh County Auditor/Treasurer. Chair Bitner stated that the Department of Labor was requesting a decision from the Commission as the employer on whether or not this complaint should go to mediation. County Human Resources Director Pam Binder spoke regarding the complaint. Discussion was had. Motion by Comm. Bakken, 2nd by Comm. Munson to inform the Department of Labor the Commission accepts this complaint going to mediation on their behalf. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner skipped item 12C and other business to start the final budget public hearing.

6:00 PM

This was the hour and date set for the Public Hearing regarding the proposed budget and adoption of the final budget for the year ending December 31st, 2026.

Chairman Bitner opened the final budget public hearing.

County Finance Director / Interim Treasurer Leigh Jacobs appeared before the Commission and gave an overview of the budget.

Motion by Comm. Munson, 2nd by Comm. Bakken to remove the Provident Building renovation bond fund of \$3,713,868.57. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Treasurer's budget of \$692,523.89. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Woodcox, 2nd by Comm. Bakken to change public administration budget to zero. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Bakken, 2nd by Comm. Munson to reduce the election budget by \$150,000. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Woodcox, 2nd by Comm. Bakken to keep the split for Bismarck-Burleigh Public health to 25% / 75% and budget \$600,310.00. Commissioners Bakken, Woodcox, and Chairman Bitner voted 'AYE'. Commissioners Munson and Schwab voted 'NAY'. **Motion carried.**

Motion by Comm. Bakken, 2nd by Comm. Woodcox to drop the Kniefel boat landing budget to \$63,000. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Bakken to remove \$85,000 from the Kimbal Bottoms boat landing budget leaving \$845,500. Commissioners Bakken and Munson voted 'AYE'. Commissioners Schwab, Woodcox, and Chairman Bitner voted 'NAY'. **Motion failed.** Motion by Comm. Woodcox, 2nd by Comm. Schwab to reduce the Kimball Bottoms boat landing budget by \$895,000. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Woodcox to lower Swenson Park budget to \$7,900. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Woodcox to lower Sibley Park in Driscoll to \$8,300. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner requested a discussion on the City Parks payment be added to the next agenda.

Motion by Comm. Schwab, 2nd by Comm. Bakken to levy 7.25 mills totaling \$5,300,000 for the highway budget. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. **Motion carried.**

Motion by Comm. Munson, 2nd by Comm. Bakken to lower Veteran's Services levy by \$50,000 and increase the County Agent levy by \$50,000. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Chairman Bitner closed the final budget public hearing.

County Finance Director / Interim Treasurer Leigh Jacobs stated that the County budget was at \$104,000,000 at the approval of the preliminary budget and the Commission has cut \$7,200,000.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the levies for the unorganized townships. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the 2026 budget and appropriate 2025 mill levies. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.***

Chairman Bitner went back to the general agenda for the meeting to discuss item 12C which was on property tax and sales tax home rule charter amendment. States Attorney Julie Lawyer spoke on process of amending the home rule charter. Discussion was had.

No other business was presented.

Meeting Adjourned.

09:58 PM

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

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

Abate #	Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
25-487	Daniel & Audrey Carpenter	2024	Lot 9, Block 2, Replat Blk 3 Pinehurst 4th	80% Disabled Veteran	\$368,600	\$224,600
25-490	Dale & Dorothy Patrick	2024	Lot 4, Block 1, Prairie Pines 1st	Adj to property value based on finish	\$579,500	\$531,100
25-491	Dale & Dorothy Patrick	2025	Lot 4, Block 1, Prairie Pines 1st	Adj to property value based on finish	\$619,900	\$565,000
25-492	Richard Goetz Sr	2023	Lot 21 less S15' & S35' of Lot 22, Block 11, Replat Homan Acres	Error in property description	\$411,200	\$350,500
25-493	Richard Goetz Sr	2024	Lot 21 less S15' & S35' of Lot 22, Block 11, Replat Homan Acres	Error in property description	\$426,300	\$365,600
25-494	Richard Goetz Sr	2025	Lot 21 less S15' & S35' of Lot 22, Block 11, Replat Homan Acres	Error in property description	\$438,000	\$377,300
25-496	Henry & Doretta Rasmusson	2024	Unit 102 Brandon Heights Condos, Aud Lot C of part of Lot 3, Block 1, Brandon Heights	100% Homestead Credit	\$214,600	\$14,600
25-497	Nathan Burk	2024	1973 Rollohome 68 x 14, VIN J829	Mobile home removed from lot	\$7,503	\$0
25-498	Zach Bohem	2024	1970 American Homecrest 66 x 14, VIN FDKGJ080973	Mobile home removed from lot	\$7,096	\$0
25-499	Zach Bohem	2025	1970 American Homecrest 66 x 14, VIN FDKGJ080973	Mobile home removed from lot	\$7,096	\$0
25-500	Wayne & Mary Jane Jensen	2025	2006 Champion 56 X 32, vin # 0506D7209193AB	100% Homestead Credit	\$81,715	\$0

ITEM

7




BURLEIGH COUNTY SHERIFF'S DEPARTMENT

KELLY LEBEN
SHERIFF

Request for County Commission Action

Date: September 22, 2025

To: Mark Splonskowski
Burleigh County Auditor

From: Kelly Leben 
Burleigh County Sheriff

Re: 2025/2026 North Dakota Department Of Transportation Traffic Safety Grant

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

Action Requested:

Approve the 2025/2026 ND DOT Traffic Safety Grant. The grant is available for review in the Burleigh County Auditor's Office.

Background:

The ND DOT Traffic Safety Grant is an annual grant awarded to Burleigh County. The grant award is used to fund additional traffic safety enforcement in high risk areas such as Impaired Driving, Distracted Driving, Occupant Protection, and Speed Enforcement.

Recommendation:

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

Proposed Resolution:

THEREFORE BE IT RESOLVED: That the proper County officials are hereby authorized to authorize the ND DOT Traffic Safety Grant between Burleigh County and the State of North Dakota.

COURTHOUSE

514 E. Thayer • PO Box 1416

Bismarck, ND 58502-1416

P 701-222-6651 • F 701-221-6899

 www.facebook.com/BurleighCountySheriffsDepartment

BURLEIGH MORTON

DETENTION CENTER

4000 Apple Creek Road • PO Box 2499

Bismarck, ND 58502-2499

P 701-255-3113 • F 701-258-5319



BURLEIGH COUNTY SHERIFF'S DEPARTMENT

KELLY LEBEN
SHERIFF

Request for County Commission Action

Date: September 17, 2025

To: Mark Splonskowski
Burleigh County Auditor

From: Kelly Leben
Burleigh County Sheriff

Re: Police Youth Bureau Agreement

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

Action Requested:

Approve the Police Youth Bureau Agreement. The agreement is available for review in the Burleigh County Auditor's Office.

Background:

The Police Youth Bureau Agreement is an annual contract to provide Police Youthworker services for Burleigh County.

Recommendation:

It is recommended that the County Commission approve the Police Youth Bureau Agreement.

Proposed Resolution:

THEREFORE BE IT RESOLVED: That the proper County officials are hereby authorized to enter in to an agreement between Burleigh County, the City of Bismarck, and the Bismarck Police Department.

COURTHOUSE

514 E. Thayer • PO Box 1416

Bismarck, ND 58502-1416

P 701-222-6651 • F 701-221-6899

www.facebook.com/BurleighCountySheriffsDepartment

BURLEIGH MORTON

DETENTION CENTER

4000 Apple Creek Road • PO Box 2499

Bismarck, ND 58502-2499

P 701-255-3113 • F 701-258-5319



CONTRACT REVIEW FORM

Contract between the City of Bismarck and Burleigh County

Purpose of Contract: Diversion Services

Contract Amount: \$87,781

Contract Period: January 1, 2026 through December 31, 2026

Department: Police Budget Number (if applicable): _____

Revenue / Funding Source: _____ Project Number: _____

Comments: See agreement below.

Please check all that apply:

- ☒ Regular Contract Review ☐ Change Order
☐ Grant Funded ☐ Subrecipient/Vendor Determination
☐ IT / GIS-Related
☐ Mayor's Signature Only
☒ Commission Approval and Mayor's Signature
☐ Attestation of Mayor's Signature

Procurement Attached:

- ☐ Three Quotes
☐ RFP/RFQ/Bids
☐ Cooperative Agreement/
State Contract

APPROVALS:

Department Director

DocuSigned by:

C12C3C08A7E1412

Grants Coordinator (if needed)

Comments:

Date: 8/22/2025

Date:

IT/GIS (if needed)

Comments:

Date:

City Attorney

Comments: okay

Date: 8/25/2025

Procurement Officer

Comments: okay

Date: 8/26/2025

Finance Director

Comments: OK

Date: 9/8/2025

Administrator

Comments: Okay

Date: 9/8/2025

AGREEMENT FOR POLICE YOUTH BUREAU SERVICES

This Agreement is made by and between the City of Bismarck and Burleigh County (collectively, the "Parties")

The Parties agree to the following:

1. The City of Bismarck agrees to provide Police Youth Bureau services, as are hereinafter defined, to Burleigh County during the term of this Agreement.
2. In consideration of these services, Burleigh County agrees to pay the City of Bismarck the total sum of \$87,781 during the term of this Agreement. The City of Bismarck will apply the amount to fund the salary and benefits of one full-time Youth Worker. The City agrees to provide Youth Bureau services as required, not to exceed 2080 hours of services during the term of this Agreement. Burleigh County shall make payments every quarter.
3. The City of Bismarck agrees to furnish office space, telephone, necessary furniture, office supplies, and secretarial support for the Youth Worker.
4. All Police Youth Bureau staff shall be employees of the City of Bismarck and shall be supervised by and under the direction of the Director of the Police Youth Bureau, Commander of Support Services, and Chief of Police of the City of Bismarck. The City of Bismarck shall be responsible for the actions of all Police Youth Bureau staff within the scope of their employment, as outlined in NDCC 32-12.1.
5. The term of this Agreement shall be twelve months, beginning January 1, 2026, and ending December 31, 2026. The Parties may renew this Agreement annually in writing for additional one-year terms with mutual consent, adjusting the Agreement fee each year to reflect merit or cost-of-living salary increases and/or other rising costs. Either Party may cancel this Agreement, without cause, upon giving 90 days written notice to the other Party.

The City of Bismarck agrees to provide the following services:

1. Diversion services for entry-level juvenile offenders and other follow-up services, including non-offenders. Referrals from parents, schools, and other law enforcement agencies within Burleigh County are accepted.
2. Crisis intervention services to include, but are not limited to, the following:
 - a. Crisis is evident.
 - b. Juvenile refuses to go home.
 - c. Juvenile is uncooperative.
 - d. Juvenile is a runaway.

- e. Parent/legal guardian cannot be located.
- f. Placement is necessary to include detention.
- g. Immediate follow-up is necessary.
- h. An abusive situation exists; and/or,
- i. Juvenile is cited for a Felony offense.

Crisis intervention is a 24-hour call system designed to assist local law enforcement, parents, or other agencies in addressing youth-related crises.

- 3. Prevention/Education/Outreach services for Burleigh County to supplement those offered by the Burleigh County Sheriff's Department's crime prevention or other community service programs.

* Programs available include the following:

- a. School education/awareness
- b. Wilderness outings
- c. Cops & Kids activities
- d. Support groups
- e. Drug & Alcohol Education Program
- f. Other public presentations/technical assistance
- g. In-service training for law enforcement personnel on crisis intervention, juvenile relations, and other juvenile justice-related topics.

The Parties understand that the resources for these programs vary from year to year. The programs' participation or frequency depends on available funding.

- 4. The Police Youth Bureau shall maintain records and compile necessary statistical data for the services provided.

9/12/2025

Dated and adopted this _____ day of _____, 20__.

President, Burleigh County
Commission

President, Bismarck City
Commission

Burleigh County Auditor

Bismarck City Administrator

Certificate Of Completion

Envelope Id: 5282B226-92BA-40D6-B8F0-8007035ABD8C

Subject: Please DocuSign: CONTRACT REVIEW FORM

Source Envelope:

Document Pages: 3

Certificate Pages: 3

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:

Randy Ziegler

221 N 5th Street

Bismarck, ND 58501

rziegler@bismarcknd.gov

IP Address: 165.234.252.235

Record Tracking

Status: Original

8/22/2025 10:50:03 AM

Holder: Randy Ziegler

rziegler@bismarcknd.gov

Location: DocuSign

Signer Events

Jason Stugelmeyer

jstugelmeyer@bismarcknd.gov

City of Bismarck

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

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Signature Adoption: Uploaded Signature Image
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Electronic Record and Signature Disclosure:

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Julie Mees

jmees@bismarcknd.gov

City Attorney

City of Bismarck

Security Level: Email, Account Authentication
(None)

DS

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Electronic Record and Signature Disclosure:

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Joshua Fern

jfern@bismarcknd.gov

Procurement Officer

City of Bismarck

Security Level: Email, Account Authentication
(None)

Initial

Signature Adoption: Pre-selected Style
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Signed: 8/26/2025 7:32:02 AM

Electronic Record and Signature Disclosure:

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Dmitriy Chernyak

dchernyak@bismarcknd.gov

Finance Director

City of Bismarck

Security Level: Email, Account Authentication
(None)

Initial

Signature Adoption: Pre-selected Style
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Signed using mobile

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Signed: 9/8/2025 9:19:19 AM


Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events

Jason Tomanek
jtomanek@bismarcknd.gov
Asst City Administrator
City of Bismarck
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

8C5375400CFE4F9

Signature Adoption: Pre-selected Style
Using IP Address: 165.234.252.235

Timestamp

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Electronic Record and Signature Disclosure:
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Douglas Wiles
dwiles@bismarcknd.gov
Acting Director of Service Operations
Security Level: Email, Account Authentication
(None)

Completed

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Electronic Record and Signature Disclosure:
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Michael T Schmitz
mschmitz@bismarcknd.gov
President Board of Commissioners/Mayor
City of Bismarck
Security Level: Email, Account Authentication
(None)

DocuSigned by:

D623347C43514F9

Signature Adoption: Drawn on Device
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Signed using mobile

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Signed: 9/12/2025 11:23:44 AM

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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Fiscal Services
fiscalservices@bismarcknd.gov
City of Bismarck
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 9/12/2025 11:23:58 AM

Electronic Record and Signature Disclosure:
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Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

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Envelope Summary Events**Status****Timestamps**

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Signing Complete
Completed

Security Checked
Security Checked
Security Checked

9/12/2025 11:23:35 AM
9/12/2025 11:23:44 AM
9/12/2025 11:23:58 AM

Payment Events**Status****Timestamps**

ITEM

8



BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43RD AVENUE NE
BISMARCK, ND 58503
701-204-7748
FAX 701-204-7749
www.burleighco.com

Request for County Board Action

DATE: October 6, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Authorization to advertise for bids.

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

ACTION REQUESTED:

Authorize the proper County officials to advertise for bids for three new motor graders.

BACKGROUND:

As part of the approved 2026 Burleigh County Budget, the Highway Department has requested the purchase of three new motor graders. We wish to purchase the motor graders under a 5 year - total cost bid with a guaranteed repurchase price at the end of this period. In order to get the new motor graders in place before end of the year increases we would like to start the process. At this time, we would like to start the advertising process; however, we will not receive or pay for the new motor graders until next year.

RECOMMENDATION:

It is recommended the Board adopt the attached proposed resolution.

PROPOSED RESOLUTIONS:

THEREFORE BE IT RESOLVED: That the County Auditor and the County Engineer are hereby authorized to advertise for bids for three new motor graders under a 5 year - total cost bid with a guaranteed repurchase price at the end of this period.



BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43RD AVENUE NE
BISMARCK, ND 58503
701-204-7748
FAX 701-204-7749
www.burleigh.gov

Request for County Board Action

DATE: October 6, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Developer Waiver Request

Please include this item on the next Burleigh County Board agenda.

ACTION REQUESTED:

Review and Direct the County Highway Department on how to proceed with the Developer's request.

BACKGROUND:

Under the current Pavement Policy, developers (owners of property that is being platted) are required to: "Proposed platted subdivisions will include the construction and paving of all internal roadways and adjacent section line roads, and the construction and paving of at least one roadway that connects into the existing paved highway system."

SPLJ, LLP, in the SE ¼ of Section 15, Burnt Creek Township (see attached map), is proposing a five (5) lot subdivision (SPLJ Subdivision), and is requesting a waiver of the Pavement Policy. Under the Pavement Policy, the platting of this property would require them to pave 0.50 miles of County/Township/Subdivision roadway.

Waiving the Pavement Policy allows the County Board to approve the proposed plat without the developer re-constructing and paving the required roadways at this time. It does not preclude the County/Township from requiring the property owner from sharing in the cost to construct and pave these roadways (that benefit this property) in the future.

RECOMMENDATION:

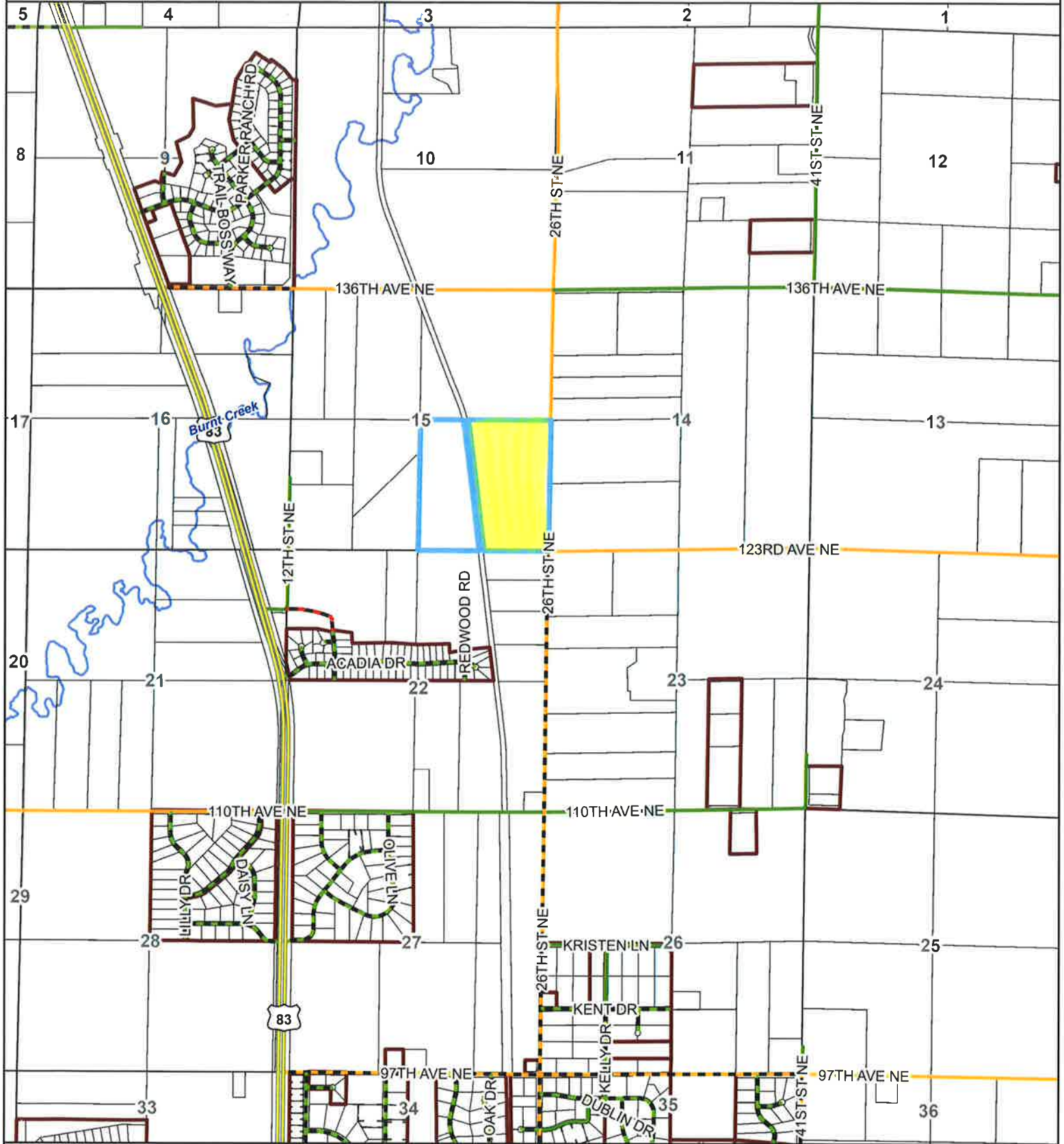
It is recommended that the County Board adopt the attached proposed resolution.

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED: That the County Board of Commissioners do hereby recognize that the waiving of the Pavement Policy at this time is only to allow the proposed plat to be approved and does not preclude the County/Township from requiring the property owner from sharing in the cost to construct and pave these roadways (that benefit this property) in the future, and

THEREFORE, BE IT FURTHER RESOLVED: That the County Board of Commissioners do hereby grant SPLJ, LLP request to waive the construction and paving requirements "adjacent section line roads, and the construction and paving of at least one roadway that connects into the existing paved highway system." listed in the Pavement Policy, in conjunction with the approval of the SPLJ Subdivision.

BURLEIGH COUNTY, NORTH DAKOTA LOCATION MAP



PARCEL ID: 24-140-80-00-15-800 OWNER: SPLJ, LLP ACRES: 153.74

SITE ADDRESS:

MAIL ADDRESS: 825 N 1ST ST, BISMARCK, ND 58501

LEGAL: BURNT CREEK TOWNSHIP Section 15 SE1/4 LESS SOO LINE R/W 15-140-80



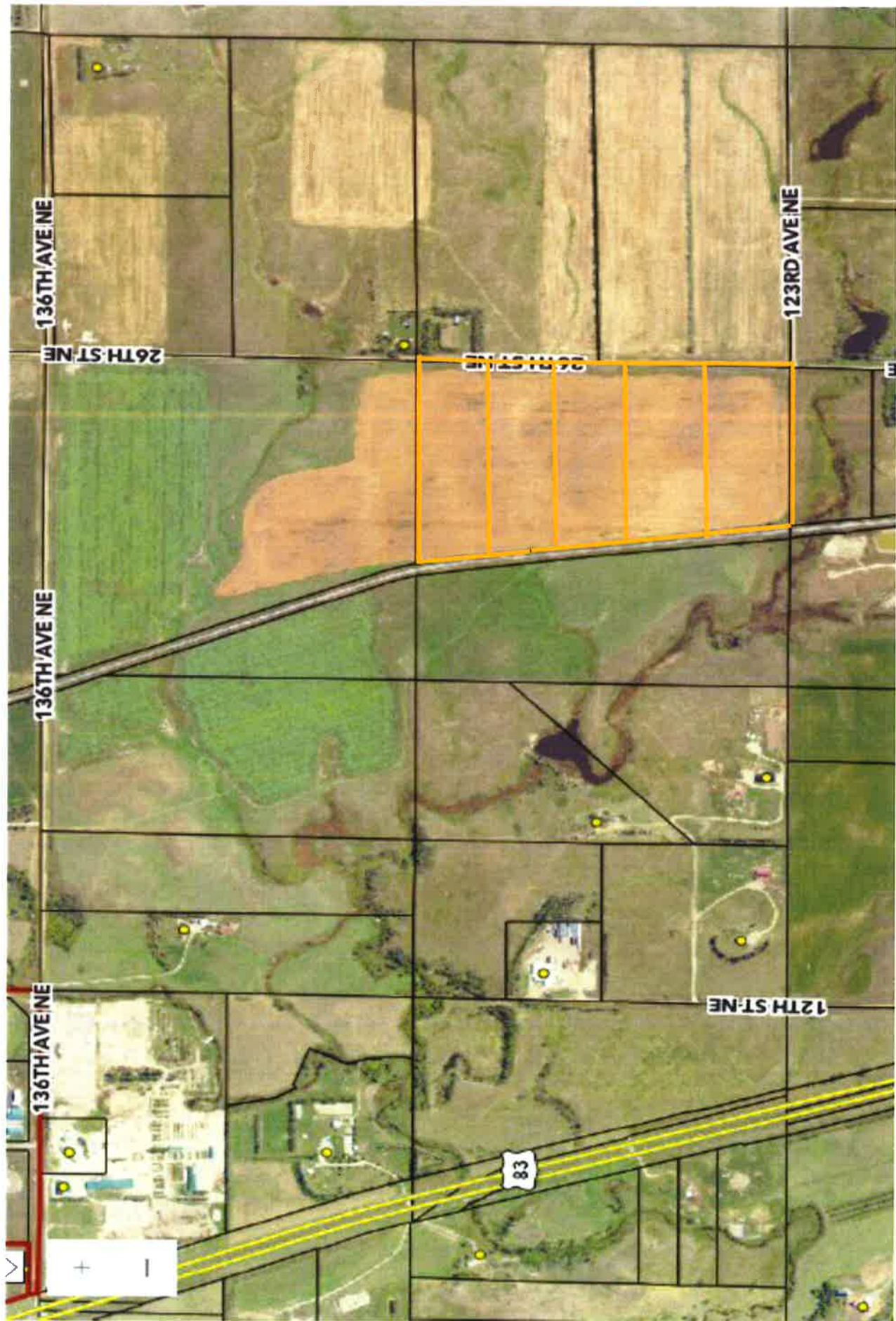
PARCEL ID: 24-140-80-00-15-800 OWNER: SPLJ, LLP ACRES: 153.74

SITE ADDRESS:

MAIL ADDRESS: 825 N 1ST ST, BISMARCK, ND 58501

LEGAL: BURNT CREEK TOWNSHIP Section 15 SE1/4 LESS SOO LINE R/W 15-140-80

5 - 18 acre Tracts - SE 1/4 Section 15, T140N—R80W





BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43RD AVENUE NE
BISMARCK, ND 58503
701-204-7748
FAX 701-204-7749
www.burleighco.com

Request for County Board Action

DATE: October 6, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Annual Fee Schedule

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

ACTION REQUESTED:

The Burleigh County Board sets the 2026 Highway Department fee schedule.

BACKGROUND:

The Highway Department is seeking approval of the 2026 Highway Department fee schedule. This year we have made a few changes to the fee schedule and are asking for County Board approval.

The Highway Department's proposed fee schedule does include changes in the following areas:

- 1) In 2015 we started a new fee schedule for Township Road Maintenance agreements. Our goal at that time was to collect at least 25% of the actual cost of services for the prior three-year average expense. In 2016 we increased our goal to 50% of the actual cost of service. This year we are proposing to keep our goal at the 50% level. During the discussion regarding State reimbursement for snow removal during the 2022/2023 winter, the Townships and County agreed that the County would keep all of the reimbursement from the State (even for township roadways) and in return the County would not raise our annual maintenance fee for three years (2024, 2025, 2026). Therefore, we are recommending a proposed fee increases for 2026 to be as follows:

- a) 0% increase in 2026
 - b) As in 2025, we are also keeping a maximum fee charge to any township of 100% of what they would collect if they levied 18 mills.
- 2) We are also proposing minor changes in equipment rates. These increases/decreases are a result of the Department staying in compliance with Century Code section 24-05-04.1.

RECOMMENDATION:

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

THEREFORE, BE IT RESOLVED: That Burleigh County hereby adopts the attached 2026 Highway Department fee schedule.

APPENDIX B
BURLEIGH COUNTY HIGHWAY DEPARTMENT
2026 FEE SCHEDULE (Proposed 09/30/2025)

	2020 Fees	2021 Fees	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees
Permits							
Road Approach	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Utility/Right-of-Way	0.00	0.00	0.00	0.00	attached	See attached	See attached
Oversize/Overweight	Load Pass	Load Pass	Load Pass	Load Pass	Load Pass	Load Pass	Load Pass
Culverts - under 24"							
Spiral CMP - 15" - per foot	11.28	**	**	**	**	**	**
Spiral CMP - 18" - per foot	14.10	**	**	**	**	**	**
Riveted CMP - 15" - per foot	13.56	**	**	**	**	**	**
Riveted CMP - 18" - per foot	16.95	**	**	**	**	**	**
Culvert Bands - 15" - each	33.96	**	**	**	**	**	**
Culvert Bands - 18" - each	42.45	**	**	**	**	**	**
Flared End Sections - 15" - each	73.90	**	**	**	**	**	**
Flared End Sections - 18" - each	97.00	**	**	**	**	**	**
<i>** Based on Bid Price</i>							
Signs							
Speed Limit & Standard Signs - 24 x 30	27.02	***	***	***	**	**	**
Minimum Maintenance - 30 x 18	28.00	***	***	***	**	**	**
Truck 40 MPH - 24 x 24	26.35	***	***	***	**	**	**
Stop Signs - 30 x 30	34.79	***	***	***	**	**	**
Yield Sign - 36 x 36	17.63	***	***	***	**	**	**
911 Address Material							
4" numbers - each	4.00	***	***	***	**	**	**
U Posts - each	5.56	***	***	***	**	**	**
Installation	xxx	xxx	xxx	xxx	xxx	xxx	xxx
Telespar							
Post 2" - per foot	3.63	***	***	***	**	**	**
Anchor 2 1/4" - per foot	4.35	***	***	***	**	**	**
Sleeve 2 1/2" - per foot	3.27	***	***	***	**	**	**

*** Sign charges are based on actual cost of sign at time of purchase

xxx Installation costs will be charged per "Township Labor Rates" plus equipment costs

	2020 Fees	2021 Fees	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees
<u>Township Road Maintenance Agreement</u>							
Gravel Roads							
Summer Maintenance (Blading & Weed Mowing)	See	See	See	See	See	See	See
Winter Maintenance (Snow Plowing)	Below	Below	Below	Below	Below	Below	Below
Year-round Maintenance							
Subdivision Summer Maint. (Blading & Weed Mowing)							
Subdivision Winter Maintenance (Snow Plowing)							
Subdivision Year-round Maintenance							
Paved Roads							
Summer Maintenance (Asphalt Maint. & Weed Mowing)							
Winter Maintenance (Snow Plowing & Intersection Sanding)							
Year-round Maintenance							
Subdivision Summer Maint. (Asphalt Maint. & Weed Mowing)							
Subdivision Winter Maintenance (Snow Plowing)							
Subdivision Year-round Maintenance							
Subdivision Year-round Maintenance (Curbed Roadway)							
Crack Sealing & Asphalt Patching							
Fee to Expense Ratio Goal	50%	50%	50%	50%	50%	50%	50%

Below is the percentage of increase for townships based on the fee to cost ratio for the prior 3 years.

If your township 3 year average Fee to Cost ratio is:

Less than 30%	0%
Greater than 30% - less than 40%	0%
Greater than 40% - less than 45%	0%
Greater than 45% - less than 50%	0%
Greater than 50%	0%
Maximum Fee charged = 18 mills	

Gravel/Scoria/Sand - 2008-2012 Billed for royalty cost only - 2013 and on Billed for royalty & crushing costs per pit

Pits Depleted in 2025

	<u>Gravel</u>	<u>2025</u>	<u>Sand</u>	<u>2025</u>
Sherman 2	Clausen 2-2024	13.96	Judy Jo	0.50
Horneman 2	Glovich 2	5.06	Pile 12	18.18
Clausen 1-2024	Schock	6.65	Schock Sand	12.49
Mills-Mixed	Schock 2-2024	12.49	Sterling	18.18

****Cost of gravel & sand is per CY***

2020 Fees	2021 Fees	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees
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Township Labor Rates

Salary - Hourly Average for Road Personnel	43.42	42.88	46.22	49.26	50.98	57.35	62.11
Fringe Benefits charged for Regular Hours							
Salary-Overtime	40.14	41.05	44.86	46.96	47.17	53.06	55.87
Fringe Benefits not charged for Overtime							

				Actual Cost up to	Actual Cost up to	Actual Cost up to	Actual Cost up to
Engineering & Supervision (% of Total Project Cost)	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%

Township Equipment Rates

Township received a 50% discount for 2008-2024 charges

50% discount for 2026

Pick-up	16.31	14.88	18.43	24.95	19.94	17.29	18.19
1 Ton Truck	28.65	25.80	32.71	46.75	36.46	32.16	26.47
Single Axle Dump	41.57	40.57	43.92	56.30	45.38	46.53	44.92
winter rate	80.15	79.60	97.79	94.50	85.43	76.61	84.83
Tandem Axle Dump	80.37	71.57	84.78	107.06	87.38	90.68	86.57
winter rate	121.09	112.52	129.86	140.14	121.80	125.55	128.66
Truck Tractor	61.27	60.58	72.23	91.48	74.02	76.86	73.57
Twin Engine Scraper	158.41	152.26	223.45	275.63	254.49	239.50	227.43
Mid-Size 6-way Dozer	76.54	76.44	94.55	113.13	106.81	77.12	85.91
Motorgrader	134.70	109.52	122.27	151.52	153.84	154.26	106.16
winter rate	165.80	140.43	153.94	181.09	184.47	185.86	137.45
Motorgrader V-Plow Attachment	50.76	50.35	51.50	49.00	50.63	52.31	50.77
Ag Tractor	30.00	30.00	40.00	40.00	40.00	45.00	45.00
4 yd Front End Loader	81.55	78.12	96.24	94.86	89.94	83.97	83.41
3 yd Front End Loader	50.89	50.92	60.04	70.57	66.32	50.05	51.30
Skid Steer	30.08	29.13	40.90	51.85	50.56	60.53	69.48
Excavator	86.81	87.10	112.85	134.69	133.83	120.30	88.29
Gravel Pup Trailer	10.50	10.38	11.24	8.73	9.13	8.98	10.45
Belly Dump Trailer	12.78	12.66	13.90	11.27	11.96	11.91	13.36
Side Dump Trailer	16.69	16.60	17.61	15.13	15.80	16.80	18.25
Tandem Bumper Hitch Trailer	6.01	6.36	7.73	6.59	7.04	7.07	7.63
Walk-n-Roller	17.32	17.22	19.05	14.49	15.62	16.18	17.80
13 Wheel Pull Type Roller	31.71	31.92	34.92	26.55	28.63	31.12	35.42
Water Truck	55.33	50.18	57.74	68.58	58.47	60.02	59.32
15' Rotary Mower	14.92	14.97	17.47	12.23	12.97	11.08	14.01
9' Disc Mower	15.48	15.58	16.68	11.59	12.22	10.33	13.82
Off-Set Mower Hitch	5.00	5.00	10.00	10.00	10.00	12.00	12.50
Tandem Taylor Way Disc	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Two Stage Snow Blower	145.43	134.70	153.80	170.39	152.13	161.30	156.12

	2020 Fees	2021 Fees	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees
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Inter-Department Charges

Service Work		55.00	55.00	55.00	55.00	55.00	55.00
Fuel Sur-Charge	Bismarck Shop	0.02	0.00	0.00	0.00	0.00	0.00
	Wing Shop	0.05	0.05	0.05	0.05	0.05	0.05

Private Work

Driveway Blading - 1/4 hour	NA	44.53	38.10	42.12	50.20	51.21	42.07
Winter Rate-Snow Plowing	NA	52.31	45.83	50.04	57.59	58.87	49.89
Driveway Blading - 1/2 hour	104.69	89.06	76.20	84.25	100.40	102.41	84.14
Winter Rate-Snow Plowing	120.10	104.61	91.66	100.08	115.18	117.73	99.78
Driveway Blading - 3/4 hour	157.03	133.59	114.30	126.36	150.60	153.62	126.20
Winter Rate-Snow Plowing	180.14	156.92	137.48	150.12	172.77	176.59	149.67
Driveway Blading - 1 hour	209.37	178.12	152.40	168.49	200.78	204.82	168.27
Winter Rate-Snow Plowing	240.19	209.22	183.31	200.16	230.35	235.45	199.56

If other than motorgrader used in snow plowing - cost of work will be calculated using the non-discounted township equipment rates plus township labor rate.

In 2013 Burleigh County stopped providing gravel, gravel hauling or use of gravel from a county pit on any private driveway.



BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43RD AVENUE NE
BISMARCK, ND 58503
701-204-7748
FAX 701-204-7749
www.burleighco.com

Request for County Board Action

DATE: October 6, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Maintenance Agreement between the County Highway Department and both organized and unorganized Townships.

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

ACTION REQUESTED:

Approve the Annual Road Maintenance Agreements

BACKGROUND:

Every year the Burleigh County Highway Department enters into an annual Township Road Maintenance Agreement with each township. The agreement clarifies the roles and responsibilities of each party in the maintenance of township roads. The County Board must approve the agreement and direct the proper County/Township officials to sign the agreement.

RECOMMENDATION:

It is recommended that the County Board adopt the attached proposed resolutions.

PROPOSED RESOLUTION:

As the Burleigh County Board:

THEREFORE, BE IT RESOLVED: That the proper County officials are hereby authorized to enter into an agreement with the County's Townships, assigning the roles and responsibility for maintaining township roads within Burleigh County.

As the Unorganized Township Supervisors:

THEREFORE, BE IT RESOLVED: That the proper Township officials are hereby authorized to enter into an agreement with the County, assigning the roles and responsibility for maintaining township roads within the township.

ITEM

9

NOTICE IS HEREBY GIVEN, that the following real estate has been forfeited to the County of Burleigh, State of North Dakota, for delinquent taxes; that said County has taken tax deed to such property and will offer for sale at public auction at the Office of the County Auditor in said County on Tuesday, November 18, 2025 beginning at 10:00 am. ACCORDING to NDCC 57-28-19, some Cities have the first option to purchase property; therefore, some parcels may not be listed at sale time. EACH PARCEL of real estate will be offered separately and sold to the highest bidder thereof, but not for a sum less than the minimum sale price. The purchaser will be required to pay cash for all parcels of real estate sold plus \$20.00 as and for the filing fee with the County Recorder. This sale will continue from day to day until complete. REAL PROPERTY, fixtures, and structures are without warranty or representation.

LISTED OWNER	PROPERTY ADDRESS	PARCEL ID#	2025 MV	Delq. Taxes + Pen. & Int	Delq. Specials + Pen. & Int.	TOTAL DELQ. AMOUNT + \$50 FEE	Est. 2025 Tax	Est. 2025 Specials	EST. 2025 TOTAL	MINIMUM SALE AMOUNT
ANDREWS, STEVEN	810 S 17TH ST	0215-018-035	232,900.00	\$7,505.59	\$1,610.53	\$9,166.12	\$2,697.46	\$518.85	\$3,216.31	\$12,382.43
BURLEIGH COUNTY	1020 SOCORRO PL	1345-005-001	-	\$129.39	\$1,753.58	\$1,982.97	\$0.00	\$0.00	\$0.00	\$1.00
BURLEIGH COUNTY	636 E LASALLE DR	1514-005-001	-	\$2,205.75	\$10,396.01	\$12,701.76	\$0.00	\$2,055.12	\$2,055.12	\$1.00
CASEY, MICHAEL & JACKIE	800 SOUTH BAY CIR	1558-001-090	67,400.00	\$2,819.51	\$11,073.12	\$13,942.63	\$867.37	\$3,136.58	\$4,003.95	\$17,946.58
DAVENPORT, TERRY & PATTERSON, TAUNYA	8415 SIBLEY DR	38-137-80-00-03-610	413,400.00	\$9,800.67	\$0.00	\$9,850.67	\$3,384.12	\$0.00	\$3,384.12	\$13,234.79
ECONOMY HOMES CO INC	N/A	0345-000-001	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
ECONOMY HOMES CO INC	N/A	0345-000-005	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
ECONOMY HOMES CO INC	N/A	0345-001-000	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
ECONOMY HOMES CO INC	N/A	0345-001-002	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
ECONOMY HOMES CO INC	N/A	0345-002-000	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
ECONOMY HOMES CO INC	N/A	0345-002-097	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
ECONOMY HOMES CO INC	N/A	0345-002-100	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
ECONOMY HOMES CO INC	N/A	0345-003-000	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
ECONOMY HOMES CO INC	N/A	0345-003-002	100.00	\$4.65	\$0.00	\$54.65	\$1.29	\$0.00	\$1.29	\$55.94
FOOTE, LYDA	721 79TH AVE NE	31-139-80-17-01-030	344,700.00	\$8,540.55	\$0.00	\$8,590.55	\$2,713.00	\$0.00	\$2,713.00	\$11,303.55
JOHNSTON, STEPHEN	210 MAIN ST	CW-142-76-00-09-050	28,400.00	\$937.47	\$257.03	\$1,244.50	\$280.59	\$0.00	\$280.59	\$1,525.09
JOHNSTON, STEPHEN	N/A	CW-142-76-00-09-060	1,000.00	\$41.46	\$357.63	\$449.09	\$10.98	\$313.86	\$324.84	\$773.93
JOHNSTON, STEPHEN	N/A	CW-142-76-00-09-070	1,000.00	\$41.46	\$0.00	\$91.46	\$10.98	\$0.00	\$10.98	\$102.44
QUASHNICK, WALTER & DARLENE	509 W THAYER AVE	0045-018-010	266,300.00	\$9,822.54	\$0.00	\$9,872.54	\$3,084.30	\$0.00	\$3,084.30	\$12,956.84
REGULAR BAPTIST; OPEN DOOR BAPTIST; BIS INTER	623 N 7TH ST	0020-043-050	-	\$0.00	\$2,977.96	\$3,027.96	\$0.00	\$767.62	\$767.62	\$3,795.58
STERIC, SABINA	2027 N KAVANEY DR APT 2	0460-012-086	107,200.00	\$3,941.50	\$0.00	\$3,991.50	\$1,241.60	\$0.00	\$1,241.60	\$5,233.10
TERGESEN, LORIN LEE	N/A	48-137-76-63-12-060	1,000.00	\$23.44	\$0.00	\$73.44	\$6.85	\$0.00	\$6.85	\$80.29
TERGESEN, LORIN LEE	N/A	48-137-76-63-12-120	1,000.00	\$23.44	\$0.00	\$73.44	\$6.85	\$0.00	\$6.85	\$80.29
ZINGRICH, GERALDINE M	2831 WARWICK LOOP	0837-003-028	184,800.00	\$6,320.87	\$301.67	\$6,672.54	\$2,140.37	\$59.44	\$2,199.81	\$8,872.35

BURLEIGH COUNTY COMMISSION AND PARK BOARD
2026 MEETING SCHEDULE

TOM BAKER MEETING ROOM, CITY/COUNTY BUILDING
221 N 5TH ST, BISMARCK, ND 58501

<u>DATE</u>	<u>AGENDA</u>
Jan. 5 20 (Tues)	Regular Meeting – Reorganize/Assign Portfolios 2 nd Meeting
Feb. 2 17 (Tues)	Regular Meeting 2 nd Meeting
Mar. 2 16	Regular Meeting 2 nd Meeting
Apr. 6 20	Regular Meeting 2 nd Meeting
May 4 18	Regular Meeting 2 nd Meeting
Jun. 1 15	Regular Meeting/Equalization 2 nd Meeting
Jul. 6 20 & 21	Regular Meeting 2 nd Meeting & Preliminary Budget Introduction
Aug. 3 17	Regular Meeting 2 nd Meeting
Sept. 10 (Thur) 21	Regular Meeting 2 nd Meeting/Final Budget Hearing
Oct. 5 19	Regular Meeting Hearing to establish minimum sales prices for tax sale 2 nd Meeting
Nov. 2 16 17	Regular Meeting 2 nd Meeting Annual Tax Sale (10:00 AM)
Dec. 7 21	Regular Meeting 2 nd Meeting

NDCC 11-11-05. Meetings of board - Time and place.

The board of county commissioners shall meet and hold regular meetings for the transaction of business at a time and place to be designated by the commission on a date certain established by resolution or ordinance of the commission. The county auditor shall have power to call special meetings when the interests of the county demand it. The chairman of the board, or a majority of the members thereof, may call special meetings that must be noticed in accordance with section 44-04-20.



NORTH DAKOTA
SECRETARY OF STATE
MICHAEL HOWE

600 E. BOULEVARD AVENUE, DEPT. 108
BISMARCK, ND 58505-0500
701-328-2900 • 800-352-0867
SOS.ND.GOV • SOS@ND.GOV

September 12, 2025

Brian Bitner
Chair, Burleigh County Commission
Burleigh County
PO Box 5518
Bismarck, ND 58506-5518

Dear Burleigh County Commission,

The Office of the Secretary of State is grateful for the partnership we have with all 53 counties in running elections with integrity in North Dakota. As you know, elections are conducted on state-owned equipment under the control of your county auditor. This equipment is critical and important to the security and success of our state's elections.

Your auditor will soon be coming to you with a request to sign a Memorandum of Understanding (MOU) with the Office of the Secretary of State related to this equipment. This MOU provides an accounting of the equipment in your county's care and outlines the expectations for both the Office of the Secretary of State and Burleigh County in ensuring the proper use, storage, maintenance, and administration of the equipment.

Please know Burleigh County has been following the industry standards and security protocols outlined in this document. The MOU is simply a best practice used by the state when entering a partnership with another government entity related to defining the expectations and obligations to protect all parties. I respectfully request that the Board of County Commissioners consider this MOU at your earliest convenience and look forward to your favorable response.

Thank you for your time and consideration and please feel free to reach out with any questions you may have to State Election Director, Erika White, at 701-328-4146.

Sincerely,

A handwritten signature in black ink that reads "Michael Howe".

Michael Howe
North Dakota Secretary of State

cc: Mark Splonskowski, Burleigh County Auditor

MEMORANDUM OF UNDERSTANDING

Between the North Dakota Secretary of State's Office and Burleigh County, North Dakota

WHEREAS, the North Dakota Secretary of State's office (hereinafter referred to as "STATE") is the supervisor of elections in North Dakota and shall supervise the conduct of elections to ensure compliance with federal and state laws, rules, and regulations concerning election procedures; and

WHEREAS, the County Auditor in each North Dakota county is responsible to the STATE for the proper administration within the auditor's county of federal and state laws, rules, and regulations concerning election procedures; and

WHEREAS, the STATE procures and certifies election equipment for the State of North Dakota and provisions it to the counties; and

WHEREAS, the STATE provided Burleigh County, North Dakota (hereinafter referred to as "Burleigh County") with election equipment in the following types and quantities:

- 50 - Election Systems and Software DS200 ballot tabulator
- 2 - Election Systems and Software DS450 ballot tabulator
- 50 - Election Systems and Software ExpressVote assistive ballot marking device
- 1 - Election Systems and Software standalone reporting computer
- 170 - Knowlnk PollPad electronic pollbooks
- 29 - Peplinks

NOW THEREFORE BE IT RESOLVED THAT:

- a. Burleigh County agrees to preserve, protect, and have full control of election equipment provided by the STATE as part of the Nation's critical infrastructure.
- b. Burleigh County agrees to obtain any additional quantities and types of election equipment through the STATE contract from the applicable STATE vendor.
- c. Burleigh County agrees to budget and reimburse the STATE for the cost of any additional election equipment and other related expenses.
- d. Burleigh County agrees to maintain and update any additional purchased election equipment on the same maintenance and update schedule as is required for election equipment provided by the STATE and to assume these costs.
- e. STATE agrees to schedule and pay for regular maintenance and updates to election equipment provided by the STATE.

- f. Burleigh County agrees to maintain and update election equipment on the maintenance and update schedule provided by the STATE.
- g. Burleigh County agrees to assume the costs of any repairs or maintenance of election equipment provided by the STATE due to accidental damage, unauthorized usage, or acts of nature.
- h. Burleigh County agrees to store election equipment in a secure location to prevent unauthorized access.
- i. Burleigh County recognizes that unauthorized access of election equipment is considered a federal offense and may be prosecuted.
- j. Burleigh County agrees to assume the costs for any consumables related to the election equipment provided by the STATE.
- k. Burleigh County agrees to not connect any external or rented media (e.g., USB, etc.) to the election equipment except for the STATE-authorized election media.
- l. Burleigh County agrees to notify the STATE whenever it plans to administer any election for a political subdivision or other entity by using election equipment provided by the STATE.

Dated _____, 2025, at Bismarck, North Dakota.

ATTEST:

APPROVED:

Mark Splonskowski
Auditor

Brian Bitner, Chair
Burleigh County Commission

Dated _____, 2025, at Bismarck, North Dakota

Michael Howe
Secretary of State

ITEM

10

BURLEIGH COUNTY

FINANCE DEPARTMENT

316 N. 5th St.
Bismarck, ND 58501
701-712-8353

DATE: OCTOBER 6th, 2025

TO: MARK SPLONSKOWSKI
County Auditor

FROM: LEIGH J JACOBS, CPA
Finance Director/Interim Treasurer

RE: Budget Amendment for Sheriff Repairs & Maintenance

Please place the attached budget amendment on the next Burleigh County Board in the consent agenda.

ACTION REQUESTED:

Approval of the attached budget amendment and adoption of the accompanying resolution to adjust departmental line item.

BUDGET IMPACT:

This budget amendment will increase the budget by \$47,550; however, \$40,417 is covered by grants which have been paid to the County.

RECOMMENDATION:

Approve the budget amendment and adopt the resolution as presented.

PROPOSED RESOLUTION:

BE IT RESOLVED by the Burleigh County Commission that the 2025 County Budget be amended as follows:

Add \$47,550 to the Sheriff's Repairs and Maintenance budget.

This resolution shall become effective immediately upon its passage and adoption.

BURLEIGH COUNTY

FINANCE DEPARTMENT

316 N. 5th St.
Bismarck, ND 58501
701-712-8353

Account	Description	Account Type	Budget Control Group	Budget	YTD Transactions	Balance	Budget Amendment	Balance after Amendment
1001.42110.00381	REPAIRS & MAINTENANCE	EXPENDITURE		\$80,725.00	\$87,456.76	-(\$6,731.76)	\$47,550.00	\$40,818.24

SEIFERT ELECTRIC INC.

907 E. Front Avenue
Bismarck, ND 58504

Invoice

Date	Invoice #
7/10/2025	50926

Bill To

Burleigh County Sheriff's Dept.
Attn: Nate
P.O. Box 1416
514 E. Thayer Ave.
Bismarck, ND 58502-1416

P.O. No.	Terms
	Net 30

Qty	Description	Rate	Amount
	Installed new natural gas Generac generator with automatic transfer switch and cold weather kit.		
	ALSO INCLUDED: -Prep and pour concrete -Installation of bollards with yellow slip covers -Placement of generator -Electrical wiring and conduit -Generator testing -Verification of gas line, install and hookup		
	AS QUOTED \$47550.00		
	MATERIAL	38,415.00	38,415.00
	ELECTRICAL PERMIT #783760	495.00	495.00
	LABOR	8,640.00	8,640.00
	non-taxable	0.00%	0.00
	<div>Date: <u>7/17/25</u> GL No: <u>42110-381</u> Dept Head: <u>[Signature]</u> Auditor/Treas: <u>[Signature]</u></div>		

Thank you for your business.

Total \$47,550.00

Phone #

701-223-5367

Balance Due \$47,550.00

From: [Senger, Mary H.](#)
To: [Jacobs, Leigh](#); [Wilder, Haley](#); [Rabe, Britan](#)
Cc: [Leben, Kelly J.](#); [Hulm, James J.](#); [Schaffer, Gary A.](#)
Subject: ACH \$35,662.50
Date: Tuesday, September 23, 2025 11:21:02 AM
Attachments: [2025-08-01 Seifert Electric Check Generator.PDF](#)
[image001.png](#)
[image002.png](#)

Reimbursement enroute from a grant for the generator at Burleigh East.

Federal share: \$35,662.50

State share: \$4,755.00

Local (Burleigh) share: \$7,132.50

Mary H. Senger, Director
Burleigh County Emergency Management
4200 Coleman St
Bismarck, ND 58503
Phone: 701.222.6727
msenger@nd.gov
burleigh.gov



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County of Burleigh

General Journal Entry

Journal Entry Number 1729

Fiscal Year: 2025-2025

Journal Type: Cash Receipting

GL Entry Date: 09/25/2025 Memo: CR Interface

User ID: brabe

Reference: Receipts

Voucher: 0

Originator: brabe

Created On: 09/29/2025 09:48:05

Line #	Account	Description	Debit	Credit
1	1001.11111.13110	US MARSHAL SERVICE	\$0.00	(\$1,600.00)
2	1001.11111.11110	US MARSHAL SERVICE	\$1,600.00	\$0.00
3	1001.11111.13110	US MARSHAL SERVICE	\$0.00	(\$194,925.00)
4	1001.11111.11110	US MARSHAL SERVICE	\$194,925.00	\$0.00
5	2986.00000.34130	Preservation Fees	\$0.00	(\$150.00)
6	2986.11111.11110	Preservation Fees	\$150.00	\$0.00
7	8013.22222.21250	State Marriage Licenses	\$0.00	(\$105.00)
8	8013.11111.11110	State Marriage Licenses	\$105.00	\$0.00
9	8047.22222.21250	NDACO Marriage Licenses	\$0.00	(\$3.00)
10	8047.11111.11110	NDACO Marriage Licenses	\$3.00	\$0.00
11	1001.00000.34130	County Recorder	\$0.00	(\$1,453.00)
12	1001.11111.11110	County Recorder	\$1,453.00	\$0.00
13	1001.00000.33110	Federal Grants – NDDes Reimbursement (Generator at	\$0.00	(\$35,662.50)
14	1001.11111.11110	Federal Grants – NDDes Reimbursement (Generator at	\$35,662.50	\$0.00
15	1001.00000.33410	State Grants – NDDes Reimbursement (Generator at B	\$0.00	(\$4,755.00)
16	1001.11111.11110	State Grants – NDDes Reimbursement (Generator at B	\$4,755.00	\$0.00
17	2993.00000.34260	Reliance Telephone – Voice Calls – AUGUST 2025	\$0.00	(\$10,965.15)
18	2993.11111.11110	Reliance Telephone – Voice Calls – AUGUST 2025	\$10,965.15	\$0.00
19	2140.00000.32210	UTILITY PERMIT 16–2025	\$0.00	(\$100.00)
20	2140.11111.11110	UTILITY PERMIT 16–2025	\$100.00	\$0.00
21	2140.00000.32210	UTILITY PERMIT 17–2025	\$0.00	(\$100.00)
22	2140.11111.11110	UTILITY PERMIT 17–2025	\$100.00	\$0.00
23	2140.00000.36910	Miscellaneous – 911 4' NUMBERS	\$0.00	(\$16.00)
24	2140.11111.11110	Miscellaneous – 911 4' NUMBERS	\$16.00	\$0.00
25	2140.00000.36910	Miscellaneous – 911 NUMBERS, U–POST	\$0.00	(\$21.56)

County of Burleigh

General Journal Entry

Journal Entry Number 1729

Fiscal Year: 2025-2025

Journal Type: Cash Receipting

GL Entry Date: 09/25/2025 Memo: CR Interface

User ID: brabe

Reference: Receipts

Voucher: 0

Originator: brabe

Created On: 09/29/2025 09:48:05

Line #	Account	Description	Debit	Credit
26	2140.11111.11110	Miscellaneous - 911 NUMBERS, U-POST	\$21.56	\$0.00
27	1001.00000.34290	TOW/IMPOUND - 25-7137	\$0.00	(\$710.00)
28	1001.11111.11110	TOW/IMPOUND - 25-7137	\$710.00	\$0.00
Total Items Printed: 28			\$250,566.21	(\$250,566.21)

Master Account Entries

Fund	Debits	Credits
1001	239,105.50	(239,105.50)
2140	237.56	(237.56)
2986	150.00	(150.00)
2993	10,965.15	(10,965.15)
8013	105.00	(105.00)
8047	3.00	(3.00)
Totals:	250,566.21	(250,566.21)

End of Report

BURLEIGH COUNTY

FINANCE DEPARTMENT

316 N. 5th St.
Bismarck, ND 58501
701-712-8353

DATE: OCTOBER 6th, 2025

TO: MARK SPLONSKOWSKI
County Auditor

FROM: LEIGH J JACOBS, CPA
Finance Director/Interim Treasurer

RE: Accounts Payable Policy

Please place the attached on the next Burleigh County Board in the consent agenda.

ACTION REQUESTED:

Approval of the attached accounts payable policy pages.

BUDGET IMPACT:

This policy change will not increase the County budget.

RECOMMENDATION:

Approve the accounts payable policy by adopting the resolution as presented.

PROPOSED RESOLUTION:

BE IT RESOLVED by the Burleigh County Commission that the County adopts the attached accounts payable policy.

This resolution shall become effective immediately upon its passage and adoption.

Accounts Payable Policy

Vendor Payment Terms – Net 30

Purpose

To ensure timely and orderly processing of payments to vendors while maintaining compliance with County approval requirements.

Policy Statement

All vendors doing business with the County are asked to extend payment terms of Net 30 days from the date of the invoice. Because all claims and bills must be presented to, and formally approved by, the Board of County Commissioners at a regularly scheduled meeting, the County cannot accommodate shorter payment terms.

Procedures

1. Invoice Submission

- Invoices should clearly state “Net 30” payment terms.

2. Approval Process

- All invoices are reviewed and coded by the appropriate department.
- The County Treasurer compiles approved invoices into a claims list for submission to the Board of County Commissioners.
- Payments are issued only after Commission approval.

3. Payment Timeline

- Payment will be remitted within thirty (30) days of the invoice date, provided the invoice is correct, complete, and properly authorized.

Responsibility

The County Treasurer’s Office is responsible for notifying vendors of this requirement and ensuring invoices reflect Net 30 terms. Department heads are responsible for timely review and submission of invoices to prevent delays in payment.

County Accounts Payable Policy – ACH Payments

Purpose.

To promote efficient, secure, and timely vendor payments, the County establishes this policy to encourage the use of Automated Clearing House (ACH) electronic payments in place of paper checks.

Policy Statement.

The County's preferred method of payment for all vendor disbursements is ACH electronic funds transfer. ACH provides faster deposit, reduced risk of lost or stolen checks, and lower processing costs for both the County and its vendors.

Vendor Enrollment.

- Vendors are strongly encouraged to complete the County's ACH Enrollment Form, providing banking information (bank name, routing number, account number, and account type).
- Enrollment forms must be signed by an authorized representative of the vendor and submitted with a voided check or bank letter to the County's Accounts Payable office.
- Vendors are responsible for promptly notifying the County of any changes to banking details.

Exceptions.

Vendors unable to accept ACH may continue to receive check payments. However, the County reserves the right to require ACH in contracts where efficiency, dollar volume, or grant compliance make it necessary.

Contact.

Questions and completed ACH Enrollment Forms should be directed to:

Burleigh County Treasurer

Burleigh County – ACH Vendor Enrollment Form

Please complete this form to enroll in ACH (Automated Clearing House) payments from Burleigh County. This will allow your payments to be deposited into your designated bank account.

Vendor Information

Vendor Name:	
Mailing Address:	
City, State, Zip:	
Contact Person:	
Phone Number:	
Email address (for remittance advice):	

Banking Information

(Please attach a voided check or official bank letter to ensure accuracy.)

Bank Name:	
Bank Address:	
Routing Number (9 digits):	
Account Number:	
Account Type (check one):	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Authorization

I hereby authorize **Burleigh County** to initiate electronic deposits (ACH credits) into the account listed above. I understand that it is my responsibility to notify Burleigh County immediately if any changes occur to my banking information.

Authorized Signature

Printed Name & Title

Date

Return completed form and required documentation to:

Burleigh County Auditor/Treasurer
ATTN: Accounts Payable
221 N 5th Street
Bismarck, ND 58501

County of Burleigh

221 NORTH 5TH STREET • P.O. BOX 5518 • BISMARCK, NORTH DAKOTA 58506-5518

Burleigh County Auditor/Treasurer

221 North 5th Street
Bismarck, ND 58501

September 10, 2025

Subject: Sign up for ACH Payments with Burleigh County

Dear Valued Vendor,

Burleigh County is pleased to announce that we are expanding our payment options to include **Automated Clearing House (ACH) payments**. ACH payments are a fast, secure, and reliable way to receive payments directly into your bank account – eliminating delays associated with mailing paper checks.

By enrolling in ACH payments, you can enjoy:

- **Faster access to funds** – no more waiting for checks to arrive in the mail.
- **Increased security** – payments are transmitted electronically, reducing the risk of lost or stolen checks.
- **Convenience** – payments are deposited directly into your bank account, saving you time.
- **Efficiency** – ACH helps reduce paper use and supports our commitment to streamline operations.

To enroll, simply complete the attached **ACH Enrollment Form** and return it to us by email at hwilder@nd.gov or by mail to Burleigh County 221 N 5th Street Bismarck, ND 58501. If you have any questions or need assistance completing the form, please contact our Accounts Payable office at (701) 712-2891 or hwilder@nd.gov.

We encourage all of our vendors to take advantage of this payment option. Thank you for your continued partnership with Burleigh County, and we look forward to working with you in this more efficient and secure way.

Sincerely,



Accounts Payable
Burleigh County Auditor/Treasurer Department

ITEM

11

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN

Memorandum

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

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

Date: October 1, 2025

Re: Human Resource's Agenda items for October 6, 2025, Commission Meeting

Subject One: State's Attorney Office Follow-up on Stipend Discussion

BACKGROUND:

This is follow-up to a memorandum from States Attorney Julie Lawyer to the Burleigh County Commission regarding retention bonuses and recruitment status for the Attorneys in the Burleigh County States Attorney's Office. This information was delayed in follow-up in 2024 due to other events that took precedence over the State's Attorney and the HR Director's time. I have attached that memorandum from State's Attorney Julie Lawyer dated December 18, 2023 for your review.

The memo from December 18, 2023, explains the extra case load in the State's Attorney's Office as well as the inability to recruit Assistant State's Attorneys for the vacant positions and also the turnover of Assistant State's Attorneys due to burnout from excessive case load.

I have included an excerpt from the December 18, 2023 memo where State's Attorney Julie Lawyer presents the case for her Assistant State's Attorneys.

Our attorneys have done incredible work with less but at a high cost.

Attorneys are exempt employees and are paid a salary. They are paid the same whether they work the required 40 hours a week or the typical 50-60 hours a week they have been putting in. It is commonplace to see attorneys in the office after hours, on the weekends, and taking work home with them on a daily basis to keep up with their caseloads.

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN

The average turnover rate for the Assistant State's Attorney positions has been anywhere from 20.4% to 34.2% annually over the six-year period where data was calculated. The position that experienced the most turnover during this period was the Assistant State's Attorney II. This is the mid-level attorney that has some experience in trial preparation and trial presentation. This level is the hardest position level to retain. The Assistant State's Attorneys that we hire are usually right out of law school and have just taken the Bar exam. We provide them experience and then they move on to a different agency. The extra case load is often the reason for this turnover. State's Attorney July Lawyer has been handling extra case load with less attorneys. This creates burnout and ultimately causes turnover.

Under the Fair Labor Standards Act (FLSA), a government employer can choose to pay exempt employees' overtime for hours that accumulate due to special circumstances such as severe prolonged vacancies within an area. This is defined as an abnormal circumstance that does not occur often. Using the average salary per Assistant State's Attorney positions (I, II and Senior), a calculation based on average overtime hours worked for 45 hours per week. Exempt employees although regularly work 40 hours per week, that is not the requirement. The average of 45 hours per week is considered in the normal range based on the research performed for this calculation.

First Name	Last Name	Title	2019	2020	2021	2022	2023	TOTALS
Justin	Schwarz	ASA II	\$ 5,915.00	\$ 1,239.00	\$ 6,196.00	\$ 6,826.00	\$ 8,140.00	\$ 28,316.00
Julie	Lawyer	States Attorney	\$ 32,144.00	\$ 35,713.00	\$ 36,644.00	\$ 39,100.00	\$ 43,488.00	\$ 187,089.00
Dennis	Ingold	ASA, Sr.	\$ 8,180.00	\$ 8,772.00	\$ 8,772.00	\$ 9,522.00	\$ 12,272.00	\$ 47,518.00
Mary	Melech	ASA II	\$ 5,113.00	\$ 5,315.00	\$ 5,433.00	\$ 6,002.00	\$ 7,353.00	\$ 29,216.00
Daniel	Vondracheck	ASA I	N/A	N/A	N/A	\$ 2,138.00	\$ 5,444.00	\$ 7,582.00
Isaac	Lees	ASA I	N/A	N/A	N/A	\$ 822.00	\$ 10,888.00	\$ 11,710.00
Gabrielle	Goter	ASA, Sr.	N/A	N/A	N/A	N/A	\$ 32,786.00	\$ 32,786.00
								\$ 344,217.00
This senario takes into consideration one half of the overtime for each employee. The rationale for this is that as Exempt employees there is a certain amount of overtime that is part of the regular salary.								

It has been the practice of Burleigh County to provide a stipend to employees that are required to perform extra duties above and beyond their normal range of duties. This has been done in several other departments when vacancies existed for a period of time. Examples are, Human Resources, Auditor's Office, and Buildings & Grounds. The calculation below shows the example of the approximate cost had a stipend been authorized for the Attorneys. I requested that State's Attorney Julie Lawyer be included in these calculations as I wanted to provide a picture of how the extra case load was being handled and by whom.

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN

First Name	Last Name	Title	2019	2020	2021	2022	2023	TOTALS
Justin	Schwarz	ASA II	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 5,500.00	\$ 6,000.00	\$ 25,000.00
Julie	Lawyer	States Attorney	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,500.00	\$ 7,000.00	\$ 31,500.00
Dennis	Ingold	ASA, Sr.	\$ 3,750.00	\$ 4,625.00	\$ 5,000.00	\$ 6,000.00	\$ 6,500.00	\$ 25,875.00
Mary	Melech	ASA II	\$ 3,375.00	\$ 4,500.00	\$ 4,500.00	\$ 5,500.00	\$ 6,000.00	\$ 23,875.00
Daniel	Vondracek	ASA I	N/A	N/A	N/A	\$ 2,083.00	\$ 5,000.00	\$ 7,083.00
Isaac	Lees	ASA I	N/A	N/A	N/A	\$ 416.67	\$ 5,000.00	\$ 5,416.67
Gabrielle	Goter	ASA, Sr.	N/A	N/A	N/A	N/A	\$ 5,835.00	\$ 5,835.00
								\$ 124,584.67

Below is a table that listed the total number of Assistant State's Attorney positions needed and what the vacancies where for those Assistant States Attorney positions by year. The last three columns show the amount of Salary and Benefits amounts that were returned to the General Fund due to the Assistant State's Attorney openings. This information shows data from 2019 through the end of September, 2025.

Year	ASA's	Vacancies	Salaries	Benefits	Total
2019	14	2	\$177,655.00	\$ 83,078.00	\$260,733.00
2020	14	3	\$376,080.00	\$211,992.00	\$588,073.00
2021	14	1	\$335,154.00	\$182,148.00	\$517,302.00
2022	15	3	\$504,848.00	\$284,605.00	\$789,453.00
2023	18	6	\$948,114.00	\$569,063.00	\$569,063.00
2024	18	5	\$598,219.00	\$211,490.00	\$809,709.00
2025 YTD	19	5	\$610,347.00	\$364,205.00	\$974,552.00
TOTALS			\$3,550,417.00	\$1,906,581.00	\$5,456,998.00

Reviewing the minutes of the December 18, 2023 Burleigh County Commission meeting; the Commission did approve to have State's Attorney Julie Lawyer work with HR Director Pam Binder to try and come up with a stipend or other arrangement recommendation for the six Assistant State's Attorneys and the States Attorney who have carried the extra case load over this six-year period.

RECOMMENDATION:

The recommendation the I would give to the Burleigh County Commission is to provide a back pay stipend in some form to the six (6) Assistant State's Attorneys and the States Attorney in an amount that is fair for both Burleigh County and the States Attorney's Office. I will concede that this item has not been presented to the Commission in as timely of a manner as what should have been done. However, I would like to reiterate that both State's Attorney Julie Lawyer and HR

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN

Director Pam Binder have had to prioritize other issues above this item, however, this item still needs to be addressed in some form.

I do not agree with the overtime calculation option even though the Fair Labor Standards Act (FLSA) may allow this, but it will also set a precedence for Burleigh County. I would rather recommend the back paid Stipend option in some form. This does not necessarily have to be the calculated stipend amounts; however, it should be a fair amount.

Subject Two: Auditor Job Description and Salary Follow-up from the last Commission Meeting

BACKGROUND:

This is follow-up as requested in the September 15, 2025 Burleigh County Commission Meeting. I have enclosed the latest draft version of the Auditor Job Description with the Treasurer duties removed from the document.

I have also included both the minimum salary amounts based on NDCC 11-10-10 And the North Dakota Association of Counties (NDACo) 2025 Salary Survey results for Auditor, split into elected or appointed categories.

The minimum salary level for the elected Auditor position is set in NDCC 11-10-10 Salaries of elected county officers. 2. b. Nineteen thousand five hundred dollars in counties having a population of or exceeding eight thousand plus additional compensation of one hundred dollars per year for each one thousand additional population or major fraction thereof over eight thousand. The calculation for the minimum salary for the Auditor based on the above instruction is listed below:

\$19,500.00 Minimum annual salary

Burleigh County population of 100,012 minus 8,000 equals 92,012 times 1,000 equals 90.012 rounded to 90 times \$100 in \$9,000.

\$19,500.00 plus \$9,000.00 equals **\$28,500.00 minimum annual salary for an elected Auditor.**

North Dakota Association of Counties (NDACo) survey results are as follows:

Salary results for the 45 counties with an elected Auditor was from \$24,720.00 (Logan County) to \$144,356.00 (McKenzie County). The average salary of all 45 counties with an elected Auditor was \$80,546.47.

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN


Salary results for the 8 counties with an appointed Auditor was from \$71,328.00 (Sargent County) to \$152,414.00 (Grand Forks County). The average salary of all 8 counties with an appointed Auditor was \$116,599.13. It is important to note that in the counties with an appointed Auditor there are minimum education and experience qualifications for the Auditor position which justifies the higher salary.

It was mentioned in an earlier Burleigh County Commission meeting that the Commission could set the initial elected Auditor salary at the minimum level and then increase that salary based on the incoming Auditor's qualifications and the completion of the required training for the Auditor.

RECOMMENDATION:

I would recommend that the Commission set the minimum annual salary for the Auditor based on NDCC 10-11-10 2.b. \$28,500.00 and increase the annual salary based on the incoming Auditor's qualifications and the completion of the required training for the Auditor. This recommendation would become effective on April 1, 2027 prior to the Auditor taking office.

MEMORANDUM

To: Burleigh County Commissioners
From: Julie Lawyer, State's Attorney 
Date: December 18, 2023
RE: Attorney Retention & Recruitment

We have been short-staffed with attorneys since 2019. Attached is information regarding staffing and the work the attorneys in our office have done from 2019 through November 30, 2023:

Pages 1-3: attorney staffing
Pages 4-7: case statistics for **new** cases received in our office
Page 8: number of trials and number of days spent in trial by each attorney
Pages 9-13: final budget numbers from 2019 through November 30, 2023

I've also included information related to attorney recruitment. During the budget subcommittee hearings, the subcommittee discussed potential recruitment ideas, to include "sponsoring" a law student. The idea was to pay the tuition of the law student through law school on the condition that they work as a law clerk with our office over the summers and, once they've passed the bar exam, work as an assistant state's attorney for a minimum of five years. Included are:

Pages 14-17: current tuition reimbursement policy
Pages 18-19: law school tuition, fees, and requirements

We have paid for specialized advertising of our positions directly to attorneys through the American Bar Association and through targeted advertising throughout the Midwest. In our experience, individuals coming to North Dakota from out of state across the country don't stay long before they return to their home area. We have had better luck with retention of attorneys from the Midwest. However, you can see from the attachments that we have had a lot of turnover of attorneys.

Retention:

In 2019, we had positions for 14 attorneys, which included a dedicated attorney to social services cases of deprived children in need of protection. The vacancies in 2019 were due to an attorney leaving for a job with the State of North Dakota, another took a job with the US Attorney's Office in West Virginia (he was from Maryland), and two attorneys retired. (Page 1)

We were able to contract with an experienced attorney to fill a vacancy. He has been under contract with us since February 2019, working up to 30 hours a week and paid an hourly rate. In 2019, since we weren't able to fill all of our attorney positions, we converted one of our attorney positions to an investigator and were able to hire an experienced investigator to fill that position. With that investigator, that alleviated some of the attorney work in trying to locate victims, reviewing reports to determine what additional information may be needed, and conducting follow-up on cases.

The trial statistics on page 8 only reflect the trials of those attorneys that are currently employed by the State's Attorney's office. More trials were presented those years by attorneys who have left the office. In 2019, our current attorneys presented seven felony and four misdemeanor

cases to juries, spending fourteen days doing so. The reason this information is included is that preparation for jury trials requires more time and effort than a case that is resolved without trial. Generally, for a felony case, each day of trial requires twenty-four hours of preparation between preparing jury instructions, voir dire, meeting with witnesses, reviewing and preparing exhibits for presentation, arguments to the jury, and anticipating defenses. Generally, for a misdemeanor trial, each day of trial requires 16 hours of preparation. For a complex case, such as a homicide or financial fraud or rape, each trial day generally requires thirty to forty hours of preparation.

We ended 2019 with two vacant positions, one of which was filled with the 30-hour contract attorney. (Page 1). A total of \$260,732.95 in budgeted salary and benefits was returned to the general fund. (Page 9).

In 2020, we added a paralegal position along with an additional attorney position which we had converted to the investigator position, again leaving us with fourteen positions for attorneys. (Page 2). In reviewing our statistics of new cases received in 2020 (page 4), with just the new cases received and not including the cases carried over from previous years, seventeen full time attorneys were recommended based on the maximum standards from the American Bar Association. That would entail seventeen attorneys handling the maximum recommended caseload of just new cases coming into the office. We did include the statistics of active homicide and sex offenses that year as those cases require more time and work than other types of cases.

Despite the fact that the courts discontinued trials for approximately six months in 2020, our attorneys still presented ten felony trials, including a murder / child abuse trial, and two misdemeanor trials, spending twenty days in trial. (Page 8).

In 2020, we lost two attorneys and hired two more, so we ended the year with eleven full-time attorneys and three vacancies with one of them filled by the 30-hour contract attorney. (Page 1). A total of \$588,072.77 in budgeted salary and benefits was returned to the general fund. (Page 10).

In 2021, we did not add any new positions, although based on our new incoming workload, not including active cases from the previous year, the recommended number of full-time attorneys to carry a maximum caseload was 18. (Page 5). We saw an increase in violent crimes and crimes where a weapon was used. In 2021, we had nine new homicide cases and fifty-two new sex offenses. Our attorneys presented sixteen felony trials, including two attempted murder and six rape cases, and six misdemeanor cases, spending thirty-two days in trial. (Page 8).

We ended 2021 with one attorney vacancy that was filled by the 30-hour contract attorney. (Page 2). However, three of those positions had been open for more than six months. Due to the length of time the vacancies were open, a total of \$517,301.44 in budgeted salary and benefits was returned to the general fund. (Page 11).

Again, despite the fact eighteen full-time attorneys were required to carry a recommended maximum caseload based on our new incoming cases in 2021 (page 5), we only requested one additional attorney position, bringing our total attorney positions to fifteen. (Page 2). In 2022, we lost five attorneys and were able to hire four attorneys, leaving us with three vacancies, one of which was filled with the 30-hour contract attorney.

In 2022, our new incoming caseload justified having over 16 full-time employees handling a maximum caseload. (Page 6). We had seven new homicide cases and thirty-one new sex offenses. Our attorneys presented ten felony trials, four homicide cases and five rape cases, and six misdemeanor cases, spending thirty-three days in trial. (Page 8).

We ended 2022 with three vacancies for our fifteen attorney positions, one of which was filled by the 30-hour contract attorney, and two of which were for senior attorneys which requires a minimum of four years of experience. (Page 2). A total of \$790,452.85 in budgeted salary and benefits was returned to the general fund. (Page 12).

The 2023 statistics are as of November 30, 2023. We requested an additional three full-time and one part-time attorney positions in 2023 given our need for those positions based upon our new incoming cases for each of the last three years. (Pages 4-6). Unfortunately, we lost three attorneys in 2023, two of which took jobs down the street at the US Attorney's office. However, we were able to hire three additional attorneys, including a senior attorney, and one part-time attorney. (Page 3). However, we currently have six vacant attorney positions, one of which is filled with the 30-hour contract attorney.

In 2023, our twelve full-time attorneys are putting in extra hours to handle the caseload of seventeen attorneys. We have two new homicide cases in 2023 along with twenty-one active cases from previous years. These active cases include cases that occurred in prior years that are still awaiting trial, appeals, post-conviction relief, and probation revocation. We have received thirty-one new sex offenses along with the eighty-two active cases. (Page 7). Our attorneys have presented thirty felonies and eleven misdemeanor trials, spending seventy-six days in trial. (Page 8). These trials included three homicide cases and four rapes.

We are projected to end the year with six vacancies, one of which is filled with the 30-hour contract attorney. We had five vacancies that were open for more than one year. It is projected that a total of \$1,580,303.72 in budgeted salary and benefits will be returned to the general fund. (Page 13).

Our attorneys have done incredible work with less but at a high cost.

Attorneys are exempt employees and are paid a salary. They are paid the same whether they work the required 40 hours a week or the typical 50-60 hours a week they have been putting in. It is commonplace to see attorneys in the office after hours, on the weekends, and taking work home with them on a daily basis to keep up with their caseloads.

Proposal:

Attorneys are exempt employees paid a salary. They are exempt from overtime pay. All other employees in our office are non-exempt so they get paid overtime if they work extra hours.

I am proposing the Commission pay attorneys a retention bonus based on years of service and work they have done during those years.

Suggestions would be:

1. Set bonus per years of service for attorneys;
2. Additional bonus per years of service for senior attorneys who also have additional supervision duties
3. Additional bonus per trial presented or trial days presented as trials represent additional work beyond the normal casework

Recruitment:

We hire summer law clerks who are first and second year law students to work over the summer and give them experience in trials, brief and motion writing, etc. We use that as a recruitment to work in our office upon graduation. We have hired several law clerks over the years after their graduation and admission to the bar.

Burleigh County already has a tuition reimbursement program. (Pages 14-17). That program assists employees with tuition costs as a rate of 100% for an associates degree, 75% for a bachelors degree, and 50% for a masters degree. Because attorneys require a law degree and passing of the bar exam for admission to the bar in order to be eligible for employment, I am proposing a new program for potential attorneys. The county would “sponsor” a law student and reimburse 100% of the tuition if the student meets the criteria in the tuition reimbursement policy (based on grades, in-state resident tuition). The law student would, in turn, work at our office in the summers and then be required to work at the State’s Attorney’s office for five years upon admission to the Bar.

Based on 2024 rates of law school tuition (page 18) and the credit hours required for a law degree (page 19), the cost of law school tuition per year is \$16,966.92 per year (\$508.42 per credit hour x 30 credit hours per year + fees). Based on 2024 tuition rates, the cost of the three years of law school would be \$50,900.76.

Proposal:

I am requesting permission to work with Human Resources put together a policy for your approval to provide tuition reimbursement for a law student who would then work for the county.

2019	Attorney	Date Left	Years with County	New Hire	Start Date	Days of Vacancy
	Conor Kennelly					
	Derek Steiner	1/17/2019	2.32	Converted position to Investigator		
	Julie Lawyer					
	Justin Schwarz					
	Karlei Neufeld					
	Marina Spahr	10/16/2019	3.84			76
	Mindy Anderson					
	Patrick Waters	5/16/2019	0.74	Anna Argenti	7/29/2019	193
	Sheralynn Ternes	1/18/2019	0.45	Joshua Amundson	9/23/2019	248
	Tessa Vaagen					
	Vacant	11/30/2018		Scott Miller	4/29/2019	119
	Vacant	12/14/2018		Dennis Ingold	3/4/2019	80
	Vacant	12/31/2018		Mary Melech	4/1/2019	91
	Vacant - Senior	12/31/2018		Wayne Goter	2/1/2019	63

(Contract)

12/31/2019 Ended 2019 with 2 attorney vacancies (with one of those filled by contract) of 13 positions (we had converted one open position to Investigator)

2020	Attorney	Date Left	Years with County	New Hire	Start Date	Days of Vacancy
	Anna Argenti					
	Conor Kennelly	1/31/2020	2.83			335
	Dennis Ingold					
	Joshua Amundson					
	Julie Lawyer					
	Justin Schwarz					
	Karlei Neufeld	11/28/2020	4.29			33
	Mary Melech					
	Mindy Anderson					
	Scott Miller					
	Tessa Vaagen					
	Wayne Goter					
(contract)	Vacant	10/16/2019		Edem Okudzeto	1/27/2020	103
	Vacant - added position	1/1/2020		Nick Baker	11/16/2020	320

12/31/2020 Ended 2020 with 3 attorney vacancies (with one of those filled by contract) of 14 positions

2021	Attorney	Date Left	Years with County	New Hire	Start Date	Days of Vacancy
	Anna Argenti					
	Dennis Ingold					
	Edem Okudzeto					
	Joshua Amundson					
	Julie Lawyer					
	Justin Schwarz					
	Mary Melech					
	Mindy Anderson	10/29/2021	4.21	Audra Fisher	12/20/2021	52
	Nick Baker	4/14/2021	1.96	David Rappenecker	10/4/2021	173
	Scott Miller					
	Tessa Vaagen					
	Wayne Goter	1/31/2020		Kelly Owen	2/1/2021	367
	Vacant	11/28/2020		Omid Kardoust	5/17/2021	170
	Vacant					
	(contract)					
12/31/2021	Ended 2021 with 1 attorney vacancy (filled by contract) of 14 positions					

2022	Attorney	Date Left	Years with County	New Hire	Start Date	Days of Vacancy
	Anna Argenti					
	Audra Fisher	9/12/2022	0.73	Wade Bromke	12/28/2022	107
	David Rappenecker					
	Dennis Ingold					
	Edem Okudzeto	5/13/2022	2.29	Mallory Block	8/1/2022	80
	Joshua Amundson	8/19/2022	2.91	Isaac Lees	11/28/2022	101
	Julie Lawyer					
	Justin Schwarz					
	Kelly Owen	5/27/2022	1.32	Dan Vondrachek	8/8/2022	73
	Mary Melech					
	Nick Baker					
	Omid Kardoust					
	Tessa Vaagen	5/13/2022	6.61			232
	Wayne Goter	1/1/2022				364
	Vacant - added position (Senior)					
	(contract)					

12/31/2022 Ended 2022 with 3 attorney vacancies (one filled by contract) of 15 positions (we only requested one additional attorney position despite the caseload which indicated we needed a minimum of 17 FT attorneys to handle the caseload)

2023	Attorney	Date Left	Years with County	New Hire	Start Date	Days of Vacancy
	Anna Argenti					
	Dan Vondracheck					
	David Rappenecker	7/7/2023	1.76	Dan Gulya	11/13/2023	129
	Dennis Ingold					
	Isaac Lees					
	Julie Lawyer					
	Justin Schwarz					
	Mallory Block	3/21/2023	0.64	Robert Togni	4/23/2023	33
	Mary Melech					
	Nick Baker	10/10/2023	2.90			82
	Omid Kardoust					
	Wade Bromke					
(contract)	Wayne Goter					
	Vacant - Senior	1/1/2022		Gabrielle Goter	1/23/2023	387
	Vacant - Senior	5/13/2022				597
	Vacant - added position (PT)	1/1/2023		Rebecca Flanders	2/27/2023	57
	Vacant - added position	1/1/2023				364
	Vacant - added position	1/1/2023				364
	Vacant - added position	1/1/2023				364

12/31/2023 Will end 2023 with 6 attorney vacancies (one filled by contract) of 18 FT and 1 PT positions

Attorney	Active			Attorney Review		Closed		Declined Charges		Revocations		Restitution Owing		SA Inquiry	Search Warrant	Traffic Citations
	Felony	Misdemeanor	Juvenile	Civil	Felony	Misdemeanor	Juvenile	Civil	Felony	Misdemeanor	Felony	Misdemeanor	Juvenile			
Amundson, Josh	39	19	9	0	87	69	97	13	0	21	4	4	0	2	27	0
Anderson, Mindy	79	63	1	1	52	90	101	3	95	16	16	28		2	34	0
Argenti, Anna	46	50	0	0	25	56	82	0	0	85	5	18	1	1		0
Baker, Nickolas	15	24	0	0	16	1	6	0	0	0	0	0			2	0
Goter, Wayne	46	26	7	0	28	38	45	16	0	5	5	2	3			0
Ingold, Dennis	75	68	2	2	30	96	154	0	1	18	15	43	1	1	47	0
Kennelly, Conor	1	1	0	2	0	0	17	0	6	0	0	1				1
Lawyer, Julie	30	24	0	2	51	79	37	0	2	28	3	14	1	5	21	0
Melech, Mary	0	0	35	0	0	0	0	79	0	0	0	0				0
Miller, Scott	44	62	0	3	58	59	36	0	0	10	10	1	6	6	21	2
Neufeld, Karlei	14	8	2	1	36	37	34	8	0	53	2	10	1	3	29	0
Okudzeto, Edem	61	123	8	0	294	43	258	0	12	46	5	18			8	112
Owen, Kelly	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Schwarz, Justin	44	41	0	0	12	42	35	0	0	33	6	2	4	2		0
Vaagen, Tessa	97	55	5	6	18	98	100	19	1	26	16	41	2	2		0
TOTALS	592	564	69	17	707	708	1002	138	117	325	87	182	19	6	24	189

Felony Misdemeanor Juvenile Civil Total Cases*

Attorney	Felony	Misdemeanor	Juvenile	Civil	Total Cases*
Amundson, Josh	116	120	23	0	396
Anderson, Mindy	185	192	4	96	469
Argenti, Anna	108	150	0	0	369
Baker, Nickolas	16	30	0	0	64
Goter, Wayne	91	76	26	0	226
Ingold, Dennis	187	265	2	3	550
Kennelly, Conor	1	19	0	8	20
Lawyer, Julie	113	75	0	4	293
Melech, Mary	0	0	114	0	114
Miller, Scott	119	101	0	3	315
Neufeld, Karlei	53	53	10	1	237
Okudzeto, Edem	109	399	8	12	864
Owen, Kelly	1	0	0	0	1
Schwarz, Justin	96	85	0	0	228
Vaagen, Tessa	211	196	26	7	479
Totals	1406	1761	213	134	4625
Maximum Standards+	150	300	200	200	
# of FTE needed	9.4	5.9	1.1	0.7	17.0

+Maximum Standards are from the ABA's recommended criminal caseload per attorney
*Total cases includes all felony, misdemeanor, juvenile, attorney review, declined, SA inquiry, and search warrants
this does not include total counts charged nor does it differentiate between severity of case
Based on new incoming cases for year; does not include pending cases from previous years

Active				Attorney Review		Closed				Declined Charges		Revocations		Restitution Owing		SA Inquiry	Search Warrant	Traffic Citations
Felony	Misdemeanor	Juvenile	Civil	Review	Felony	Misdemeanor	Juvenile	Civil	Felony	Misdemeanor	Felony	Misdemeanor	Felony	Misdemeanor	Juvenile			
26	10	12		67	59	56	34		31	3	2		1			3	29	
11	24	4	36	107	55	109	17	35	27	1	1					4	23	
23	22			3	54	63			77	5	8					1		
54	140			123	100	155			34	16	45	1				1	17	6
4	23		1	1	2	5			2		1							
22	32	10	3	3	28	34	21		15	4	3	4	1			1		
55	68		2	21	132	210			58	15	12	2	1			2	112	
33	65		3	50	57	95	1	7	23	19	16					3	6	
22	11			16	97	13			62		2					7	16	
		84																
1	11		19	23	4	45		25	40									13
34	101	8	21	110	92	175	15	31	67	8	16	1					13	50
18	50		13	11	85	262		17	32	4	19	5	5			14	20	28
24	17			3	21	37			24	2		1				1	4	
39	52			14	88	31			33	5	2	8	7			1	1	
12	7	1		2	80	48		1	48	1	6					2		

Attorney	Felony	Misdemeanor	Juvenile	Civil	Total Cases*
Amundson, Josh	88	69	46	0	333
Anderson, Mindy	67	134	21	71	383
Argenti, Anna	82	93	0	0	256
Baker, Nickolas	171	340	0	0	686
Goter, Wayne	58	70	31	3	178
Ingold, Dennis	204	291	0	2	688
Kardoust, Omid	109	176	1	10	368
Lawyer, Julie	119	26	0	0	246
Melech, Mary	0	0	84	0	84
Miller, Scott	5	56	0	44	124
Okudzeto, Edem	135	292	23	52	640
Owen, Kelly	112	336	0	30	525
Schwarz, Justin	140	92	0	0	281
Vaagen, Tessa	93	61	1	1	207
Totals	1383	2036	207	213	4999
Maximum Standards+	150	300	200	200	
# of FTE needed	9.2	6.8	1.0	1.1	18.1

New Cases
9
52

Ch. 12.1-16 (Homicide)
Ch. 12.1-20 (Sex offenses)

+Maximum Standards are from the ABA's recommended criminal caseload per attorney
 *Total cases includes all felony, misdemeanor, juvenile, attorney review, declined, SA inquiry, and search warrants
 this does not include total counts charged nor does it differentiate between severity of case
 Based on new incoming cases for year; does not include pending cases from previous years

Attorney	Active			Attorney Review	Closed			Declined Charges		Revocations		Restitution Owng		SA Inquiry	Search Warrant	Traffic Citations	First day	Last day
	Felony	Misdemeanor	Juvenile	Civil	Felony	Misdemeanor	Juvenile	Civil	Felony	Misdemeanor	Felony	Misdemeanor	Juvenile					
Amundson, Josh		1			13	13	31	10	36					1	17	1		8/19/2022
Argenti, Anna	26	19			87	65	64		68	20	22	1		5	2			
Baker, Nickolas	43	94			199	82		1	44	27	26	1			26	58		
Block, Mallory	1	16			3	11	31		12	2	1			3	10	48		
Fisher, Audra	9	21	1		20	35	165		54	11	9	1			4	55		9/12/2022
Goter, Wayne	19	24	39		5	48	53	29	29	6	1	4	1					
Ingold, Dennis	27	13			22	126	72		42	22	14	2	1	2	86			
Kardoust, Omid	23	57		38	213	75	236	89	121	24	19				13			
Lawyer, Julie	19		1		20	144	11		47	9	4	1		5	13		11/28/2022	
Lees, Isaac	9	13			5	2	12		13									
Melech, Mary			98					68										
Okudzeto, Edem	17	34	5		93	12	123	1	36	2	1				1	2		5/13/2022
Owen, Kelly		5		11	5	8	42	34	24		1			8	15			5/27/2022
Rappenecker, David	21	22			11	84	115		83	10	12	1	2	4	18			
Schwarz, Justin	31	37			6	73	64		61	16	3	30	9	17				
Vaagen, Tessa					2	13	14		8									5/13/2022
Vondrachek, Daniel	2	13	18			13	46	31	15	5	9	1			3		8/8/2022	
TOTALS	247	369	160	51	617	809	1161	149	693	154	122	42	21	45	208	164		

Felony Misdemeanor Juvenile Civil Total Cases*

Attorney	Felony	Misdemeanor	Juvenile	Civil	Total Cases*	New Cases
Amundson, Josh	13	32	20	10	132	
Argenti, Anna	133	106	0	0	314	7
Baker, Nickolas	137	203	0	1	609	31
Block, Mallory	14	48	0	0	90	
Fisher, Audra	55	196	0	1	329	
Goter, Wayne	77	80	69	0	260	
Ingold, Dennis	177	100	0	0	429	
Kardoust, Omid	124	312	0	127	0	
Lawyer, Julie	173	15	0	6	273	
Lees, Isaac	11	25	0	0	54	
Melech, Mary	0	0	166	0	166	
Okudzeto, Edem	31	158	6	0	325	
Owen, Kelly	8	51	0	45	111	
Rappenecker, David	116	151	0	0	383	
Schwarz, Justin	150	113	0	0	347	
Vaagen, Tessa	13	14	0	0	37	
Vondrachek, Daniel	20	69	49	0	156	
Totals	1252	1673	310	190	4015	
Maximum Standards+	150	300	200	200		
# of FTE needed	8.3	5.6	1.6	1.0	16.4	

+Maximum Standards are from the ABA's recommended criminal caseload per attorney
*Total cases includes all felony, misdemeanor, juvenile, attorney review, declined, SA inquiry, and search warrants
this does not include total counts charged nor does it differentiate between severity of case
Based on new incoming cases for year; does not include pending cases from previous years

2023 Attorney Stats

Attorney	Active			Attorney Review		Closed		Declined Charges	Revocations		Restitution Owing		SA Inquiry	Search Warrant	Traffic Citations	First day	Last day
	Felony	Misdemeanor	Juvenile	Civil	Felony	Misdemeanor	Juvenile		Felony	Misdemeanor	Felony	Misdemeanor					
Argenti, Anna	52	54			49	34		17					6	1			
Baker, Nickolas	19	26			24	60		18	1					15		10/10/2023	
Block, Mallory		2				8		1			1		3		1	3/21/2023	
Bromke, Wade	48	341			312	347		155		1			1	5	167	1/1/2023	
Goter, Gabrielle	62	32	4		24	39		5		1			1	45		1/23/2023	
Goter, Wayne	19	31	18		12	39	30	20						1			
Gulya, Daniel			9	1												11/13/2023	
Ingold, Dennis	53	25			5	55		8					2	50			
Kardoust, Omid	91	57		61	45	109		48	1					9			
Lawyer, Julie	23	2			22	13		12					1	11	1		
Lees, Isaac	50	36			85	68		14		1			1	11	28		
Melech, Mary			109				13										
Rappenecker, David	2	2				28		21					2	11		7/7/2023	
Schwarz, Justin	56	58			12	69		50	1		2	2	16				
Togni, Robert	66	47			29	30		17						9			
Vondrachek, Daniel	53	60	17		3	68	25	16		1		1	3	51		4/23/2023	
TOTALS	594	773	153	66	622	688	967	402	3	6	3	3	36	219	197		

Felony Misdemeanor Juvenile Civil Total Cases*

Attorney	Felony	Misdemeanor	Juvenile	Civil	Total Cases*	New Cases		Active Cases	
Argenti, Anna	108	88	0	1	269				
Baker, Nickolas	66	87	0	0	210				
Bromke, Wade	96	689	0	0	1258			2	21
Goter, Gabrielle	133	72	0	10	280			31	82
Goter, Wayne	44	70	48	0	195				
Ingold, Dennis	148	80	0	0	293				
Kardoust, Omid	184	167	0	126	453				
Lawyer, Julie	101	15	0	2	162				
Lees, Isaac	90	105	0	0	306				
Melech, Mary	0	0	122	0	122				
Rappenecker, David	17	30	0	0	81			5	
Schwarz, Justin	125	129	0	0	332			62	
Togni, Robert	87	77	0	0	219				
Vondrachek, Daniel	86	130	42	0	331				

Totals 1285 1739 212 139 4511

Maximum Standards+ 150 300 200 200

of FTE needed 8.6 5.8 1.1 0.7 16.1

As of 11/30/2023

+Maximum Standards are from the ABA's recommended criminal caseload per attorney
 *Total cases includes all felony, misdemeanor, juvenile, attorney review, declined, SA inquiry, and search warrants
 this does not include total counts charged nor does it differentiate between severity of case
 Based on new incoming cases for year; does not include pending cases from previous years

Year	Name	Days	Felony	Misdemeanor
2019	Argenti	1	1	
	Lawyer	8	5	
	Schwarz	5	1	4

2020	Argenti	1		1
	Ingold	3	1	
	Lawyer	11	5	
	Schwarz	5	4	1

2021	Argenti	11	4	4
	Ingold	10	5	1
	Lawyer	10	6	1
	Schwarz	1	1	

2022	Argenti	3	2	1
	Ingold	7	3	3
	Kardoust	2	1	1
	Lawyer	20	4	
	Schwarz	1		1

2023	Argenti	6	4	
	Bromke	4	2	2
	G.Goter	1		1
	Ingold	20	5	2
	Kardoust	1		1
	Lawyer	28	9	1
	Lees	7	6	
	Schwarz	3	3	
	Togni	4	1	2
	Vondracheck	2		2

Totals	Days	Felony	Misdemeanor
Argenti	22	11	6
Bromke	4	2	2
G.Goter	1	0	1
Ingold	40	14	6
Kardoust	3	1	2
Lawyer	77	29	2
Lees	7	6	0
Schwarz	15	9	6
Togni	4	1	2
Vondracheck	2	0	2

County of Burleigh

General Ledger - States Attorney Budget Expense Report

Fiscal Year: 2019-2019 From Date:12/1/2019 To Date:12/31/2019

FUND / DEPARTMENT / ACCOUNT	2019 Adopted Budget	Adjusted Budget	Range To Date	Year To Date	Budget Balance	Percent Used
1001 - GENERAL FUND						
41430 - STATES ATTORNEY						
00111 - SALARIES	\$1,630,705.00	\$1,630,705.00	\$57,212.71	\$1,453,049.99	\$177,655.01	89.11%
00211 - FRINGE BENEFITS	\$736,432.00	\$736,432.00	\$21,826.14	\$653,354.06	\$83,077.94	88.72%
00317 - WITNESS & CASE EXPENSES	\$1,500.00	\$1,500.00	\$4.53	\$1,262.49	\$237.51	84.17%
00318 - SERVICES & FILING FEES	\$400.00	\$400.00	\$36.00	\$461.00	(\$61.00)	115.25%
00319 - TRANSCRIPTS	\$2,500.00	\$2,500.00	\$0.00	\$1,269.50	\$1,230.50	50.78%
00341 - TRAVEL	\$7,000.00	\$7,000.00	\$316.00	\$4,998.58	\$2,001.42	71.41%
00373 - ORGANIZATIONAL DUES	\$8,200.00	\$8,200.00	\$1,392.67	\$6,684.37	\$1,515.63	81.52%
00411 - OFFICE SUPPLIES	\$14,500.00	\$14,500.00	\$280.86	\$14,829.46	(\$329.46)	102.27%
00444 - COMPUTER SERVICES	\$15,000.00	\$15,000.00	\$294.92	\$11,365.67	\$3,634.33	75.77%
00641 - FURNITURE & EQUIPMENT	\$13,000.00	\$13,000.00	\$503.36	\$9,626.58	\$3,373.42	74.05%
00920 - CONTINUING EDUCATION	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
00921 - LEGAL INSTITUTES	\$2,500.00	\$2,500.00	\$0.00	\$1,988.00	\$512.00	79.52%
00922 - LIBRARY	\$22,000.00	\$22,000.00	\$1,589.89	\$16,229.84	\$5,770.16	73.77%
00923 - CONTINGENT FUND	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
1001 - GENERAL FUND Total:	\$2,456,487.00	\$2,456,487.00	\$83,457.08	\$2,175,119.54	\$281,367.46	88.55%
2989 - ST ATT DRUG ASSET FORFEIT						
41430 - STATES ATTORNEY						
00641 - FURNITURE & EQUIPMENT	\$9,000.00	\$9,000.00	\$167.79	\$4,672.06	\$4,327.94	51.91%
00911 - MISCELLANEOUS	\$9,000.00	\$9,000.00	\$0.00	\$2,362.84	\$6,637.16	26.25%
2989 - ST ATT DRUG ASSET FORFEIT Total:	\$18,000.00	\$18,000.00	\$167.79	\$7,034.90	\$10,965.10	39.08%
Grand Total:	\$2,474,487.00	\$2,474,487.00	\$83,624.87	\$2,182,154.44	\$292,332.56	88.19%

End of Report

Unused salary & benefits = \$260,732.95
Difference in General Fund total = \$20,634.51

County of Burleigh

General Ledger - States Attorney Budget Expense Report

Fiscal Year: 2020-2020 From Date:12/1/2020 To Date:12/31/2020

FUND / DEPARTMENT / ACCOUNT	2020 Adopted	Adjusted Budget	Range To Date	Year To Date	Budget Balance	Percent Used
1001 - GENERAL FUND						
41430 - STATES ATTORNEY						
00111 - SALARIES	\$2,010,116.00	\$2,010,116.00	\$62,145.61	\$1,634,035.61	\$376,080.39	81.29%
00211 - FRINGE BENEFITS	\$948,012.00	\$948,012.00	\$39,719.97	\$736,019.62	\$211,992.38	77.64%
00317 - WITNESS & CASE EXPENSES	\$1,500.00	\$1,500.00	\$54.24	\$1,679.63	(\$179.63)	111.98%
00318 - SERVICES & FILING FEES	\$400.00	\$400.00	\$0.00	\$144.00	\$256.00	36.00%
00319 - TRANSCRIPTS	\$2,500.00	\$2,500.00	\$0.00	\$1,571.05	\$928.95	62.84%
00341 - TRAVEL-LODGING-MEALS	\$7,000.00	\$7,000.00	\$0.00	\$722.27	\$6,277.73	10.32%
00373 - ORGANIZATIONAL DUES	\$8,300.00	\$8,300.00	\$1,087.57	\$5,495.05	\$2,804.95	66.21%
00411 - OFFICE SUPPLIES	\$16,000.00	\$16,000.00	\$1,647.69	\$13,772.22	\$2,227.78	86.08%
00444 - COMPUTER SERVICES	\$16,000.00	\$16,000.00	\$606.00	\$10,242.85	\$5,757.15	64.02%
00641 - FURNITURE & EQUIPMENT	\$10,500.00	\$10,500.00	\$760.93	\$11,808.06	(\$1,308.06)	112.46%
00920 - CONTINUING EDUCATION	\$750.00	\$750.00	\$0.00	\$325.00	\$425.00	43.33%
00921 - LEGAL INSTITUTES	\$2,800.00	\$2,800.00	\$0.00	\$575.00	\$2,225.00	20.54%
00922 - LIBRARY	\$20,000.00	\$20,000.00	\$1,730.26	\$16,485.48	\$3,514.52	82.43%
00923 - CONTINGENT FUND	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
1001 - GENERAL FUND Total:	\$3,045,878.00	\$3,045,878.00	\$107,752.27	\$2,432,875.84	\$613,002.16	79.87%
2989 - ST ATT DRUG ASSET FORFEIT						
41430 - STATES ATTORNEY						
00641 - FURNITURE & EQUIPMENT	\$9,000.00	\$9,000.00	\$253.64	\$3,934.90	\$5,065.10	43.72%
00911 - MISCELLANEOUS	\$9,000.00	\$9,000.00	\$62.50	\$898.29	\$8,101.71	9.98%
2989 - ST ATT DRUG ASSET FORFEIT Total:	\$18,000.00	\$18,000.00	\$316.14	\$4,833.19	\$13,166.81	26.85%
Grand Total:	\$3,063,878.00	\$3,063,878.00	\$108,068.41	\$2,437,709.03	\$626,168.97	79.56%

End of Report

Unused salary & benefits = \$588,072.77
Difference in General Fund total = \$24,929.39

County of Burleigh

General Ledger - States Attorney Budget Expense Report

FUND / DEPARTMENT / ACCOUNT		2021 Adopted Budget		Range To Date	Year To Date	Budget Balance	Percent Used
1001 - GENERAL FUND							
41430 - STATES ATTORNEY							
00111 - SALARIES	\$2,091,877.00	\$2,091,877.00	\$135,811.50	\$1,756,722.98	\$335,154.02	83.98%	
00211 - FRINGE BENEFITS	\$928,306.00	\$928,306.00	\$45,443.11	\$746,158.58	\$182,147.42	80.38%	
00317 - WITNESS & CASE EXPENSES	\$1,500.00	\$1,500.00	\$392.15	\$1,685.98	(\$185.98)	112.40%	
00318 - SERVICES & FILING FEES	\$400.00	\$400.00	\$0.00	\$153.76	\$246.24	38.44%	
00319 - TRANSCRIPTS	\$2,000.00	\$2,000.00	\$111.50	\$1,552.15	\$447.85	77.61%	
00341 - TRAVEL-LODGING-MEALS	\$2,500.00	\$2,500.00	\$73.92	\$556.78	\$1,943.22	22.27%	
00373 - ORGANIZATIONAL DUES	\$8,200.00	\$8,200.00	\$324.29	\$6,706.13	\$1,493.87	81.78%	
00411 - OFFICE SUPPLIES	\$15,000.00	\$15,000.00	\$852.35	\$10,950.20	\$4,049.80	73.00%	
00444 - COMPUTER SERVICES	\$27,000.00	\$27,000.00	\$1,019.60	\$10,320.63	\$16,679.37	38.22%	
00641 - FURNITURE & EQUIPMENT	\$15,000.00	\$15,000.00	\$5,794.40	\$20,747.17	(\$5,747.17)	138.31%	
00920 - CONTINUING EDUCATION	\$750.00	\$750.00	\$0.00	\$145.00	\$605.00	19.33%	
00921 - LEGAL INSTITUTES	\$2,800.00	\$2,800.00	\$0.00	\$115.00	\$2,685.00	4.11%	
00922 - LIBRARY	\$15,000.00	\$15,000.00	\$2,319.50	\$14,214.41	\$785.59	94.76%	
00923 - CONTINGENT FUND	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	
1001 - GENERAL FUND Total:		\$3,112,333.00	\$192,142.32	\$2,570,028.77	\$542,304.23	82.58%	
2989 - ST ATT DRUG ASSET FORFEIT							
41430 - STATES ATTORNEY							
00641 - FURNITURE & EQUIPMENT	\$9,000.00	\$9,000.00	\$1,931.48	\$6,915.77	\$2,084.23	76.84%	
00911 - MISCELLANEOUS	\$9,000.00	\$9,000.00	\$0.00	\$2,621.00	\$6,379.00	29.12%	
2989 - ST ATT DRUG ASSET FORFEIT Total:		\$18,000.00	\$1,931.48	\$9,536.77	\$8,463.23	52.98%	
Grand Total:		\$3,130,333.00	\$194,073.80	\$2,579,565.54	\$550,767.46	82.41%	

End of Report

Unused salary & benefits = \$517,301.44
Difference in General Fund total = \$25,002.79

County of Burleigh

General Ledger - States Attorney Expense Budget Report

FUND / DEPARTMENT / ACCOUNT Fiscal Year: 2022-2022 From Date:12/1/2022 To Date:12/31/2022

2022 Adopted	Adjusted Budget	Range To Date	Year To Date	Budget Balance	Percent Used
1001 - GENERAL FUND					
41430 - STATES ATTORNEY					
00111 - SALARIES	\$2,380,893.00	\$2,380,893.00	\$145,055.06	\$1,876,044.75	\$504,848.25 78.80%
00211 - FRINGE BENEFITS	\$1,082,174.00	\$1,082,174.00	\$54,161.14	\$796,569.40	\$285,604.60 73.61%
00317 - WITNESS & CASE EXPENSES	\$1,500.00	\$1,500.00	\$440.00	\$2,292.58	(\$792.58) 152.84%
00318 - SERVICES & FILING FEES	\$600.00	\$600.00	\$36.00	\$180.00	\$420.00 30.00%
00319 - TRANSCRIPTS	\$2,000.00	\$2,000.00	\$0.00	\$3,128.70	(\$1,128.70) 156.44%
00341 - TRAVEL-LODGING-MEALS	\$8,000.00	\$8,000.00	\$1,007.20	\$5,762.31	\$2,237.69 72.03%
00373 - ORGANIZATIONAL DUES	\$9,500.00	\$9,500.00	\$4,015.01	\$7,099.26	\$2,400.74 74.73%
00411 - OFFICE SUPPLIES	\$20,500.00	\$20,500.00	\$414.54	\$10,194.73	\$10,305.27 49.73%
00444 - COMPUTER SERVICES	\$30,000.00	\$30,000.00	\$10,544.99	\$52,545.91	(\$22,545.91) 175.15%
00641 - FURNITURE & EQUIPMENT	\$21,000.00	\$21,000.00	\$535.66	\$15,068.48	\$5,931.52 71.75%
00920 - CONTINUING EDUCATION	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00 0.00%
00921 - PROGRAMMING	\$3,000.00	\$3,000.00	\$745.00	\$2,410.00	\$590.00 80.33%
00922 - LIBRARY	\$15,000.00	\$15,000.00	\$1,235.09	\$12,004.28	\$2,995.72 80.03%
00923 - CONTINGENT FUND	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00 0.00%
1001 - GENERAL FUND Total:					
	\$3,576,917.00	\$3,576,917.00	\$218,189.69	\$2,783,300.40	\$793,616.60 77.81%
2989 - ST ATT DRUG ASSET FORFEIT					
41430 - STATES ATTORNEY					
00641 - FURNITURE & EQUIPMENT	\$9,000.00	\$9,000.00	\$178.56	\$5,022.88	\$3,977.12 55.81%
00911 - MISCELLANEOUS	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00 0.00%
2989 - ST ATT DRUG ASSET FORFEIT Total:					
	\$18,000.00	\$18,000.00	\$178.56	\$5,022.88	\$12,977.12 27.90%
Grand Total:					
	\$3,594,917.00	\$3,594,917.00	\$218,368.25	\$2,788,323.28	\$806,593.72 77.56%

End of Report

Unused salary & benefits = \$790,452.85
Difference in General Fund total = \$3,163.75


County of Burleigh

General Ledger - States Attorney Expense Budget Report

FUND / DEPARTMENT / ACCOUNT		2023 Adopted		Adjusted Budget	Fiscal Year: 2023-2023		Range To Date	Year To Date	Budget Balance	Percent Used
1001 - GENERAL FUND										
41430 - STATES ATTORNEY										
00111 - SALARIES		\$3,245,008.00		\$3,245,008.00	\$175,332.13		\$2,017,739.14	\$1,227,268.86		62.18%
00211 - FRINGE BENEFITS		\$1,498,533.00		\$1,498,533.00	\$81,553.68		\$888,612.33	\$609,920.67		59.30%
00317 - WITNESS & CASE EXPENSES		\$1,500.00		\$1,500.00	\$451.99		\$17,914.29	(\$16,414.29)		1194.29%
00318 - SERVICES & FILING FEES		\$400.00		\$400.00	\$36.00		\$305.25	\$94.75		76.31%
00319 - TRANSCRIPTS		\$1,500.00		\$1,500.00	\$0.00		\$1,346.00	\$154.00		89.73%
00341 - TRAVEL-LODGING-MEALS		\$8,000.00		\$8,000.00	\$0.00		\$1,054.83	\$6,945.17		13.19%
00373 - ORGANIZATIONAL DUES		\$12,600.00		\$12,600.00	\$2,367.62		\$5,432.62	\$7,167.38		43.12%
00411 - OFFICE SUPPLIES		\$20,500.00		\$20,500.00	\$1,128.95		\$14,739.47	\$5,760.53		71.90%
00444 - COMPUTER SERVICES		\$55,100.00		\$55,100.00	\$1,199.50		\$43,643.50	\$11,456.50		79.21%
00641 - FURNITURE & EQUIPMENT		\$35,000.00		\$35,000.00	\$1,091.59		\$36,291.81	(\$1,291.81)		103.69%
00920 - CONTINUING EDUCATION		\$500.00		\$500.00	\$0.00		\$0.00	\$500.00		0.00%
00921 - PROGRAMMING		\$3,000.00		\$3,000.00	\$0.00		\$3,620.00	(\$620.00)		120.67%
00922 - LIBRARY		\$15,000.00		\$15,000.00	\$1,658.00		\$15,004.58	(\$4.58)		100.03%
00923 - CONTINGENT FUND		\$2,000.00		\$2,000.00	\$0.00		\$0.00	\$2,000.00		0.00%
1001 - GENERAL FUND Total:		\$4,898,641.00		\$4,898,641.00	\$264,819.46		\$3,045,703.82	\$1,852,937.18		62.17%
2989 - ST ATT DRUG ASSET FORFEIT										
41430 - STATES ATTORNEY										
00641 - FURNITURE & EQUIPMENT		\$9,000.00		\$9,000.00	\$363.87		\$11,150.03	(\$2,150.03)		123.89%
00911 - MISCELLANEOUS		\$9,000.00		\$9,000.00	\$0.00		\$0.00	\$9,000.00		0.00%
2989 - ST ATT DRUG ASSET FORFEIT Total:		\$18,000.00		\$18,000.00	\$363.87		\$11,150.03	\$6,849.97		61.94%
Grand Total:		\$4,916,641.00		\$4,916,641.00	\$265,183.33		\$3,056,853.85	\$1,859,787.15		62.17%

End of Report

Projected unused salary & benefits = \$1,580,303.72

	<p align="center">Burleigh County, North Dakota</p> <p align="center">Job Description</p>	<p align="center">Last Date Revised: 07/02/2025</p> <p align="center">Job Description Number:</p>
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Employee: _____

Job Title: Auditor

Job Status: Elected

Salary Grade: 16

Location: Bismarck

Department: Auditor

Reports to: Electorate

DBM Rating: N/A


Job Summary: Responsible for the non-financial duties of the Auditor outlined in North Dakota Century Code, Chapter 11-13. Provide complete, concise, accurate, and timely information and comprehensive services to the citizens of Burleigh County as requested, and to provide information and support services to other elected officials and employees so they may perform their identified duties and responsibilities. Responsible for the management of the Auditor office.

Responsibilities:

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

Essential Job Duties:

1. Act as clerk of the Board of County Commissioners and keep an accurate record of the official proceedings of the board and all auxiliary boards for the County.
2. Inform the County Commission of pertinent items on the agenda which require their particular attention and concern; provide background data on important matters coming before the Commission.
3. Responsible to prepare the board meeting minutes and attest to the Commission Chairman's signature on minutes and legal documents.
4. Distribute required notice of meetings per open meetings laws.
5. Act as advisor and clerk for other County governing boards such as County Planning Commission, County Board of Health, Water Management Board, Weed Control Board, Park Board, Special Assessment Commission, etc.
6. File and preserve all accounts, documents, books, records, maps, vouchers, and other papers pertaining to the settlement of all accounts to which the County is a party, and such copies under the hand and seal of the Auditor shall be admitted as evidence in all courts in the state.
7. As Chief Election Officer for the County, perform all acts required of the auditor relative to the making out and delivering of notices of general and special elections, making abstracts of and canvassing votes cast at election, issues certificates of election and forward the abstracts of and canvassing votes cast at election, issues certificates of election and forwards the abstract of votes cast to the Secretary of State.
8. Manage the office of Auditor and assist with the hiring, training, supervision, and evaluation of performance for any fulltime employees within the Auditor's office and all temporary election workers.
9. Act as the custodian for the unorganized township records.
10. Process, sort and distribute all County mail and packages both incoming and outgoing on a daily basis.
11. Perform other duties as required or assigned.

	<p>Burleigh County, North Dakota</p> <p>Job Description</p>	<p>Last Date Revised: 07/02/2025</p> <p>Job Description Number:</p>
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Job Qualifications, Experience and Education

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

Working Conditions/ Physical and Mental Demands

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

Clarification Clause:

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

Employee Signature

Date

ITEM

12

Addenda item for October 6, 2025 Meeting

Action Requested

Discussion on when we are planning on Hiring a Treasurer

Description:

With the split of the Auditor and Treasurer duties, we have assigned the Treasurer duties to the Finance Director. When we hired the Finance Director, it was imperative that we had these jobs separately so one can audit the other. Now we have one person performing both duties.

Action:

Authorize the HR department to start the process of advertising and interviewing for that position. It is my opinion that the finalist be interviewed by all of the Commissioners prior to be offered the position.

ITEM

14



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission

Re: Amending the ETA Boundary of Burleigh County and the City of Bismarck.

Date: 9-29-2025

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

ITEM 1

Amend the Existing ETA

Changes to the 2013 ETA Agreement and portions of the existing ETA boundary are under consideration. A request has been made to accept areas located within Fort Rice, Apple Creek, Lincoln, Gibbs, Hay Creek, Burnt Creek and Riverview Townships. No justification has been provided with the request; however, these changes are preliminary.

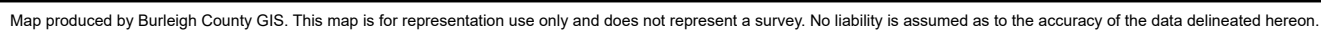
The proposed reduction areas largely contain parcels that are zoned single family residential RR, PUD and P-Public Land. Bismarck intends to keep most of the undeveloped parcels under its jurisdiction.

NDCC 40-47 allows City's to extend zoning, subdivision, building inspections, floodplain, and stormwater management authority into unincorporated areas within a certain distance of a City's corporate limits.

No Action is Requested

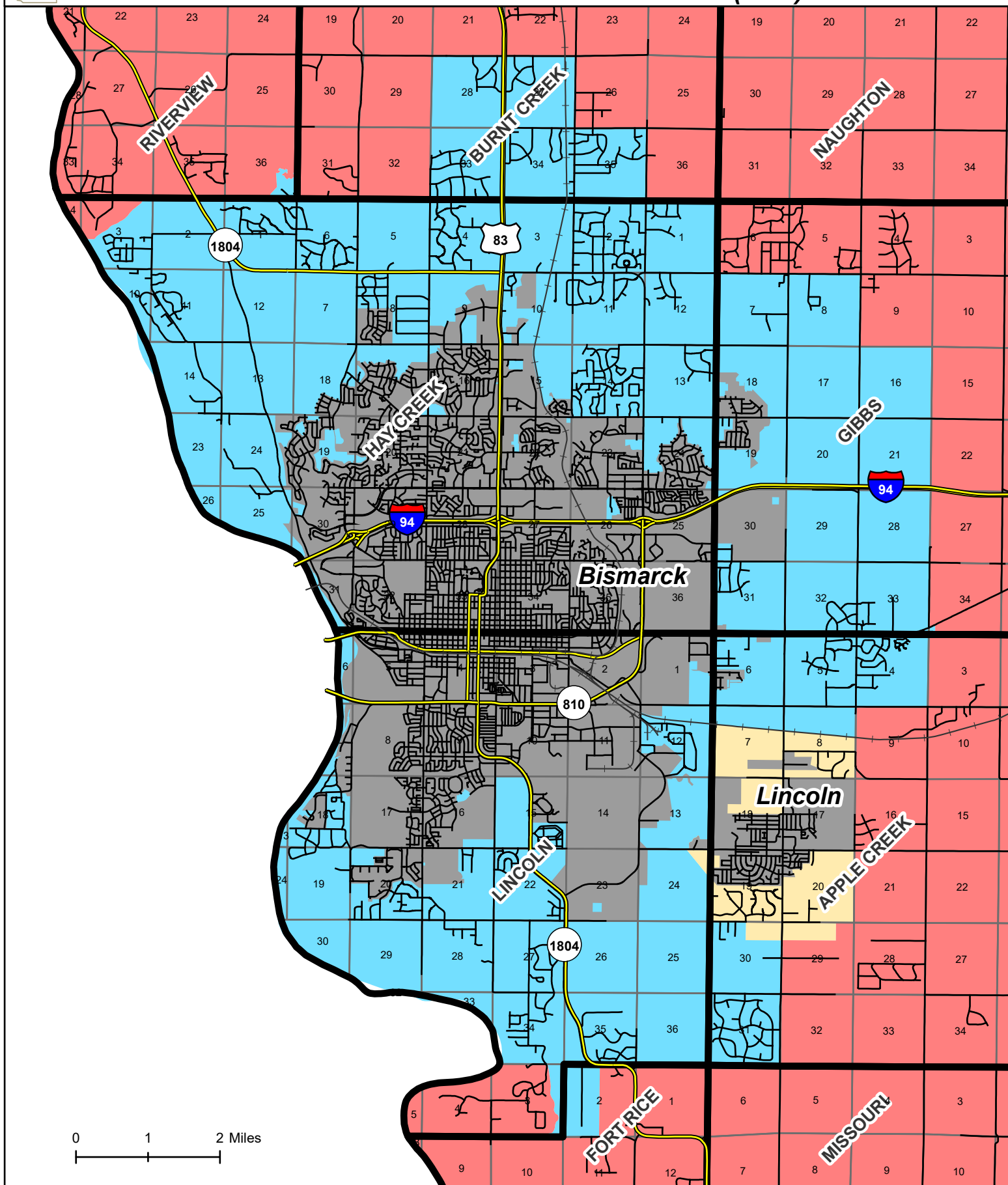
Changes to Bismarck and Burleigh County Extraterritorial Area are under consideration.

Attachments: Exhibit 1: Existing ETA
Exhibit 2: Modified ETA w/SFHA_09102025
Exhibit 3: Modified ETA_ No ETA 09192025
Exhibit 4: Sections With Parcels Removed From ETA
Exhibit 5: Comments on Proposed Changes to the ETA





BISMARCK EXTRATERRITORIAL AREA (ETA)



Bismarck ETA Lincoln ETA Burleigh County (Not in a ETA) Incorporated Area Civil Township Boundary Sections Railroad Roads

COMMENTS ON PROPOSED CHANGES TO THE ETA

- The proposed transfer area of the ETA contains:
 - a. 292 subdivisions,
 - b. 4,529 existing parcels,
 - c. 3,730 structures with a 911 address,
 - d. 1,355 structures within the SFHA, 185 within the shaded X zone
 - i. Total of 1,440 structures.

Staff will need the following information:

1. Determine the designated zoning.
2. Collect all existing and current complaints.
3. List of all existing and current building permits.
4. List of non-conforming properties.
5. List of subdivisions approved as PUDs.
6. 911 Addressing in the ETA:
 - a. The State's 911 GIS system only allows 1 political entity to have the right to manage address points, road centerlines and other emergency services data for any area into the State's 911 GIS system.
 - i. City of Bismarck needs to define the area for where the City of Bismarck would be responsible for addressing,
 - ii. Burleigh County would be responsible for its area to enter data into the State's GIS 911 system.

Costs to Burleigh County

1. Conversion of City to County Records:
 - a. Data Transfer of all building permit records and code enforcement/history/ complaint records- past and present from City E-Trakit to County SmartGov.
 - b. Purchase additional tracking modules from SmartGov Planning and Complaints:
 - i. Letters
 - ii. Notice to Owners and Orders.
 - iii. Inspections/Response to complaints.
 - iv. Cloud source record files.
2. Legal services to assist in complaint litigation:
 - a. Code Enforcement research.
 - b. Letters
 - c. Notice, Orders and Enforcement.
3. Changes to Planning Procedures:
 - a. Resolution to have zoning categories transferred from the City to Burleigh County Zoning, or:
 - i. Re-instate zoning categories removed with Ordinance 13-09, or:
 - b. Update Burleigh County's existing ordinances:
 - i. There would be a 50% increase of Zoning Districts to Burleigh County's ordinance.

COMMENTS ON PROPOSED CHANGES TO THE ETA

- ii. Update Future Land Use Map and Comprehensive Plan due to changes to the ETA boundary.
- c. Because there will no longer be a joint jurisdictional agreement between the City and County- MPO's urban requirements will be applied to:
 - i. plat review, stormwater review, roadway masterplan compliance, land use compliance, etc.
- 4. Possible new employees:
 - a. Code Enforcement Officer/ Commercial/ Residential Inspector.
 - b. Permit Technician
 - c. County Planner
- 5. Additional Employee Costs:
 - a. Computer Equipment and office furniture for new employees.
 - b. Tablets for in-field inspections.
 - c. Upgrades for existing office computers- all are over 5 years old.
 - d. New inspection vehicle.
 - e. Increased budget items- gasoline, maintenance.
- 6. Permits Issued- Building, mechanical and plumbing permit issued:
 - a. 2024 City issued ETA Permits: 554
 - b. 2024 County issued Permits: 351
 - c. Increase in number of Permits: 58%

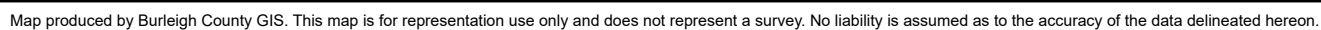
Additional comments

- 1. The earliest adoption of the ETA changes would be at the Planning Commission meeting on October 28th, the new map must be approved prior to the City Commission meeting.
- 2. Review, presentation, and approval of new ordinances will take a considerable amount of time:
 - a. There have been protracted disagreements w/ citizens in managing the ETA.
 - b. How do we adopt a similar City ordinance for existing subdivisions when these ordinances caused the problems in the first place.

COSTS:

Record conversions	\$ 15,000.00	City to County Records
Purchase SmartGov modules	\$ 45,000.00	Planning / Code Enforcement Modules
Update all Zoning:	\$ 52,100.00	Ordinances, Comp Plan, Land Use Map
Employee Costs:	\$ 40,000.00	Office Equipment, Vehicle
Hiring new Employees:	\$ 223,312.00	3 Employees: Inspector, Planner, Permit Technician
Legal Services	--	Costs Undetermined
TOTAL	\$ 375,412.00	

- Increase to 2026 Planning Budget: 61%



Addenda item for August 21, 2023 Meeting

Action Requested

Discussion on City Recreation line item in the budget. Account 1001.45180.00988

Description:

In 1998 and again in 2014 Burleigh County entered into a Joint Powers Agreement for this mill levy. The 1 mill (City Mill) is collected from City of Bismarck residents only. The distribution is as follows:

35% of the mill shall be split 50/50 between the County and Park district for the benefit of Riverfront Improvements on lands under the management or ownership of the City of Bismarck, Bismarck Park District or the County.

35% of the mill shall be used for the operation and improvements of Sibley Park.

15% of the mill shall be used for the operation and improvement to county riverfront facilities.

15% of the mill shall be used for law enforcement and maintenance of riverfront facilities.

I will give copies of both of the Joint Powers Agreements as well as copies of the expenditures from this fund since 2013 to the Auditor and will be available to the public.

Action needed:

No motion is needed. This line item should stay in the budget

Addenda item for October 6, 2025 Meeting

Action Requested

Discussion on City Recreation line item in the budget. Account 1001.45180.00988

Description:

In 1998 and again in 2014 Burleigh County entered into a Joint Powers Agreement for this mill levy. The 1 mill (City Mill) is collected from City of Bismarck residents only. The distribution is as follows:

35% of the mill shall be split 50/50 between the County and Park district for the benefit of Riverfront Improvements on lands under the management or ownership of the City of Bismarck, Bismarck Park District or the County.

35% of the mill shall be used for the operation and improvements of Sibley Park.

15% of the mill shall be used for the operation and improvement to county riverfront facilities.

15% of the mill shall be used for law enforcement and maintenance of riverfront facilities.

The Joint Powers Agreements is available if you need.

At some point the Burleigh County Commission decided to only collect .65 of a mill to be distributed to Bismarck Parks and Rec and that the .35 of the mill will not be collected but that the County would fund the Burleigh County Parks with its own levy collected from all Burleigh County Residents

Steve Key KR
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Bismarck

City Administration

MEMORANDUM

DATE: June 24, 1998

TO: Burleigh County Commissioners
Burleigh County Park Board
Bismarck Park District

FROM: Bill Wocken, City Administrator 

SUBJECT: Joint Powers Agreement

The Board of City Commissioners re-considered a proposed modification to the Joint Powers Agreement, which allows for collection of a one mill levy for Riverfront facilities.

The Board approved the Joint Powers Agreement as presented.

BW/kr

AGREEMENT FOR THE JOINT EXERCISE OF GOVERNMENTAL POWERS

The City of Bismarck ("City"), Burleigh County ("County"), the City of Bismarck Park District ("Park District") and the Burleigh County Board of Park Commissioners ("County Park Board"), having in common a portion of their territories, hereby agree to jointly or cooperatively exercise their respective separate powers with regard to the levy of one mill for the expenses and activities program of the County Park Board, including construction, improvement, repair, operation, and maintenance of park and recreational areas and their facilities and those recreational activities of benefit to the general populace of the County which are under the control of the City or City Park District. This agreement is made pursuant to the provisions of Chapter 54-40 of the North Dakota Century Code for the purpose of enhancing the recreational opportunities for residents of the City and County, and to provide for adequate law enforcement and other support for existing and recreational facilities.

- 1) Consent to one Mill Levy. The City hereby consents to the levy of up to one mill within the City, as provided by Section 11-28006, N.D.C.C., and subsection 10 of Section 57-15-06.7, N.D.C.C., for the purposes authorized by Section 11-28-06 and by the terms of this agreement. The Mayor and City Administrator are authorized and directed to execute a resolution consenting to this levy.
- 2) Distribution of Funds. Revenue from the one mill levy within the City of Bismarck shall be used as follows:
 - a) 35% of the mill shall be split 50/50 between the County and City/Park District for the benefit of Riverfront Improvements on lands under the management or ownership of the City of Bismarck, Bismarck Park District, or the County.
 - b) 35% of the mill shall be used for the operation and improvements of Sibley Park, under the management of the City Park District.
 - c) 15% of the mill shall be used for the operation and improvements to county riverfront facilities under management of the Burleigh County Park Board.
 - d) 15% of the mill shall be used for law enforcement and maintenance to riverfront facilities under management or ownership of the Park District and the City of Bismarck.
- 3) Distribution of Funds. The County Auditor shall distribute funds as collected with monthly apportionment in amounts equal to the agreed to percentages to the County Park Board and the Bismarck Park District. The Park District shall be holder of the funds for City and Park District use.
- 4) Term. This agreement shall be in affect for successive (one) 1 year terms or until terminated.
- 5) Termination. This agreement may be terminated effective at the close of any calendar year by any party upon one year's written notice to all other parties. When terminated, the County's authority to levy the one mill shall also terminate.

- 6) Ownership. Unless otherwise agreed to in writing, all facilities constructed or improved pursuant to this agreement, shall remain the property of the party who holds title to the land on which the facilities are located, inventoried and insured accordingly.

Date: July 1, 1998

CITY OF BISMARCK:

By: Bill Sorenson
Mayor, City of Bismarck

Attest: W. Weber
City Administrator

BURLEIGH COUNTY:

By: David H. Hunk
President, Board of County Commissioners

(SEAL)
Attest: Ken J. Glatt
County Auditor

BURLEIGH COUNTY PARK BOARD
~~BISMARCK PARK DISTRICT:~~

By: David H. Hunk
President, Board of Park Commissioners

(SEAL)
Attest: Ken J. Glatt
Clerk

BISMARCK PARK DISTRICT
~~BURLEIGH COUNTY PARK BOARD:~~

By: Ann Mueller
President, Board of Park Commissioners

Attest: Shum R
Clerk

ITEM

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BURLEIGH COUNTY STATE'S ATTORNEY

STATE'S ATTORNEY
JULIE LAWYER

TO: Burleigh County Commission

FROM: Julie Lawyer, State's Attorney

DATE: October 1, 2025

RE: Request for Salary Variance - Investigator

I am requesting a salary variance for a new hire for the State's Attorney Investigator position. The request is for a grade 7, step 9 salary of \$69,160 per year.

The successful candidate comes to us with a Bachelor's Degree in Criminal Justice and approximately twenty-four years of law enforcement experience with eighteen years as an investigator for various law enforcement agencies. His investigative experience was primarily in drug and violent crime offenses.

The State's Attorney Investigator position is set at Grade 7 for salary, the same as Sheriff's Deputy. However, the minimum education / experience requirement for Investigator is a 4-year degree AND 5 years' investigations experience OR 9 years' investigative experience. The minimum education / experience requirement for Deputy is an Associate's Degree OR 3 years' law enforcement experience OR 4 years' military experience. Because both positions are graded for the same salary, this severely limits the candidates who are willing to apply for our position; by the time they have amassed the experience we require, they are earning more than what we can pay.

Given that this candidate has nearly 13 years of additional investigatory experience than the minimum qualifications we require, I believe a variance in the starting salary is justified.