

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

December 20, 2021

**TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

**As always, live meeting coverage is available on Government Access Channels 2 & 602HD,
Radio Access 102.5 FM, or streaming on multiple platforms including FreeTV.org and
Facebook LIVE.**

5:00 P.M. *Invocation by Chaplain*
COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the December 6, 2021, meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Stop payment on Lost check number 121285 and reissue payment.
- 5) NDSU Extension.
- 6) Burleigh County Weed Officer and Office.
- 7) Review abatement of property at 2718 Gateway Ave.
- 8) County Engineer Hall:
 - a) Burleigh County Proposed Project Priority List.
- 9) County Finance Director Grenz:
 - a) Courthouse Remodel – Seating - Change Order and construction update.
 - b) Approval of I.T. Contract for 2022.
- 10) Home Rule Charter.
- 11) Commissioner Matthews Zone Board.
- 12) State's Attorney Lawyer:
 - a) Executive session under N.D.C.C. § 44-04-19.1 for attorney consultation regarding the ongoing federal opioid litigation.
- 13) Other Business.
- 14) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

December 6, 2021

**TOM BAKER MEETING ROOM
CITY/COUNTY OFFICE BUILDING
221 N 5TH ST**

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5:00 P.M. *Invocation by Chaplain*
COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the November 15, 2021, meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
- 5) County Election Manager White:
 - a) 2022 Precincts and Polling Locations.
- 6) CenCom Communications Director Mike Dannenfelzer.
- 7) Reconsider Housing Authority Board Selection at the 11-15-21 County Commission Meeting.
- 8) County Engineer Hall:
 - a) Burleigh County Proposed Priority List.
- 9) County Chief Deputy Hulm:
 - a) Purchase of new drone from Burleigh County Asset Forfeiture Fund.
 - b) Purchase of new computer server from Burleigh County Asset Forfeiture Fund.
 - c) Detention Center ARPA Funds update.
- 10) HR Director Binder:
 - a) 2022 Holidays.
 - b) Variance for Paralegal position.
 - c) Summary of 2022 Employee Open Enrollment and Retirement Meetings.
- 11) Commissioner Matthews:
 - a) Burleigh County Human Service Zone Board appointment.
 - b) Burleigh County Human Service Zone volunteer request to update visitation room.
- 12) County State's Attorney Lawyer:
 - a) Legal Assistant I to II reclassification.
 - b) Variance for new hire in State's Attorney's Office.

13) Other Business.

14) Adjourn

Leo Vetter

Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**November 15, 2021
TOM BAKER MEETING ROOM
CITY/COUNTY OFFICE BUILDING
221 N 5TH ST**

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5:00 P.M. *Invocation by Chaplain*
COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the November 1, 2021, meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
- 5) Board Appointments:
 - County Planning Commission – three (3) five (5) year term.
 - County Housing Authority – one (1) five (5) year term.
 - Lincoln City Planning Commission – one (1) five (5) year term.
 - County Park Board – two (2) three (3) year term.
 - Water Management Board – two (2) three (3) year term.
 - Weed Control Board – two (2) four (4) year term.
- 6) Consideration of the 2022 County Commission Meeting schedule.
- 7) County Emergency Manager Senger:
 - a) Bis-Man Transit Mutual Aid Agreement.
 - b) Joint Powers Agreement for Provision on Emergency Management Services.
- 8) Discontinue Madam Chairman Jones' nd.gov email and county computer Wi-Fi function per her request.
- 9) County Engineer Hall:
 - a) Tree removal within right of way.
 - b) American Rescue Plan.
- 10) County Finance Director Grenz:
 - a) Mill levy update.
- 11) County Planning Director Flanagan:
 - a) ETA modification request.
 - b) Approval of Marlys Subdivision.
 - c) Approval of Rafter H Bar Subdivision.

12) County Human Service Zone Director Bailey update.

13) Other Business.

14) Adjourn.

Leo Vetter

Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

November 1, 2021

**TOM BAKER MEETING ROOM
CITY/COUNTY OFFICE BUILDING
221 N 5TH ST**

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5:00 P.M. *Invocation by Chaplain*
COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the October 18, 2021, meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
- 5) Weed Board Contract.

PUBLIC HEARINGS – Vacating Roadway in Baldwin, ND.

PUBLIC HEARINGS – Vacate Future Street Dedication.

- 6) County HR Director Binder:
 - a) Shop Maintenance Worker II to III Reclassification.
- 7) County Sheriff Leben:
 - a) Quarterly Jail Report.
- 8) County Engineer Hall:
 - a) Award of Bids.
 - b) American Rescue Plan.
- 9) County Finance Director Grenz:
 - a) Parking space rental agreement.
- 10) Other Business.
- 11) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY PARK BOARD
BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**October 18, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

As always, live meeting coverage is available on Government Access Channels 2 & 602HD, Radio Access 102.5 FM, or streaming on multiple platforms including FreeTV.org and Facebook LIVE.

5:00 P.M. *Invocation by Chaplain*

COUNTY PARK BOARD

- 1) Meeting called to order by the Chairperson of the Board.
- 2) Roll Call of members.
- 3) Consideration and approval of the September 15, 2021, meeting minutes and approval of bills.
- 4) Commissioner Dethloff Resignation.
- 5) Bismarck Parks and Recreation Executive Director Randy Bina Retiring.
- 6) Other Business.
- 7) Adjourn.

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the October 4, 2021, meeting minutes and approval of bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
- 5) Introduction of Burleigh County Zone Director, Rachel Bailey.
- 6) Burleigh County Weed Board.

Public Hearings:

SAD # 70 – Parts of Sabot’s 1st, Eden’s, and Oakland Subdivisions.

- *Motion to confirm and certify special assessments (with amendments as needed).*

SAD # 71 – Parts of Riverside 2nd, & Valcor Subdivisions.

- *Motion to confirm and certify special assessments (with amendments as needed).*

SAD # 72 – Part of Grande Prairie Estates 4th Subdivisions.

- *Motion to confirm and certify special assessments (with amendments as needed).*

- 7) Resolution relating to the issuance of Bonds and the reimbursement of certain expenditures.

- 8) County Engineer Hall:
 - a) Challenges and Opportunities Plan.
 - b) Maintenance Certification.

- 9) Zone Board appointment.

- 10) OHV's Roaming the ditches.

- 11) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships
BURLEIGH COUNTY COMMISSION
MEETING AGENDA
October 4, 2021
TOM BAKER MEETING ROOM
CITY/COUNTY OFFICE BUILDING
221 N 5TH ST

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Facebook LIVE.

5:00 P.M. *Invocation by Chaplain*
COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the September 15, 2021, meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
 - c) Cancel outstanding checks written before July 2020.
 - d) Appoint Jeff Eslinger to a 6-year term to the County Special Assessment Commission.
 - e) ND Department of Emergency Services.

PUBLIC HEARINGS – Petition the Burleigh County Commission to close the section line on the property surrounding the Missouri River Correctional Center to which the DOCR has received quiet title.

PUBLIC HEARINGS – Special Assessment Districts (SAD)

- Resolution of Necessity regarding SAD # 75 Towne and Country Estates and Morgan Country Estates Subdivision.

PUBLIC HEARINGS – Concerning objections to the minimum sales prices as determined for the annual tax sale (November 16, 2021).

- 5) Introduction of Burleigh County Zone Director, Rachel Bailey.
- 6) County Engineer Hall:
 - a) Authorization to advertise for bids.
 - b) Developer Agreement.
 - c) Annual Fee Schedule.
 - d) Maintenance Agreement between the County Highway Department and both organized and unorganized Townships.
 - e) 2nd Approach Permit.
- 7) Bismarck Tribune budget article by Gary Adkisson in the September 17, 2021, issue.
- 8) Appointment of North Dakota State Fair Delegates.

- 9) Court Facilities Improvement Advisory Committee.
- 10) Provident Building.
- 11) County Sheriff Leben:
 - a) Approve the 2021/2022 ND DOT Traffic Safety Grant.
- 12) Other Business.
- 13) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships
BURLEIGH COUNTY PARK BOARD
BURLEIGH COUNTY COMMISSION
MEETING AGENDA
September 15, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST

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5:00 P.M. *Invocation by Chaplain*
COUNTY PARK BOARD

- 1) Meeting called to order by the Chairperson of the Board.
- 2) Roll Call of members.
- 3) Consideration and approval of the August 16, 2021, meeting minutes and approval of bills.
- 4) Other Business.
- 5) Adjourn.

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the September 1, 2021, meeting minutes and approval of bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
- 5) Auditor/Treasurer Leo Vetter:
 - a) Establishment of minimum sales prices for property acquired by the county through tax deed proceedings (nonpayment of real estate taxes).
- 6) County Planning Director Mitch Flanagan:
 - a) Appeal of Denial for Variance Request of Required Setbacks.
- 7) County Engineer Marcus Hall:
 - a) Review and Direct the County Highway Department on how to proceed with the Developer's request.
 - b) Direct the County Highway Department on how to proceed with Special Roads Funds.
 - c) American Rescue Plan.
 - d) American Rescue Plan Agreement.
 - e) Special Roads Fund.

- 8) NDACo Executive Director Terry Traynor:
 - a) Federal Infrastructure Bill.
- 9) Harlow's Purchasing Manager Lloyd Deringer requesting discussion of possible land purchase.
- 10) ATV's Roaming the Ditches.
- 11) Other Business.

6:00 P.M.

Final Budget Public Hearing

The Burleigh County Commission will conduct a PUBLIC HEARING for the purpose of discussion on the proposed budget as published & adoption of the FINAL BUDGET for the year ending December 31, 2022. Any taxpayer who may appear shall be heard in favor of or against any proposed expenditures or tax levies. When the hearing shall have been concluded, the board shall adopt such estimate as finally is determined. All taxes shall be levied in specific amounts and shall not exceed the amount specified in the published estimates.

- 12) Open **PUBLIC HEARING** regarding **Final 2022 Budget**
 - Motion to approve appropriate (maximum) levies for the Unorganized Townships.
 - Bismarck Mandan Chamber EDC President Brian Ritter.
 - NDACo Executive Director Terry Traynor.
 - Library Director Christine Kujawa.
 - Motion to Adopt 2022 Final Budget & appropriate 2021 mill levies.
- 13) Approval of contract with the Centre, Inc., for Community Service & Misdemeanor Probation services.
- 14) Joint Powers Agreement for Provision of Public Health Services.
- 15) Approval of Agreements for the Joint Exercise of Government Powers with the City of Bismarck relating to Police Youth Bureau Contract.
- 16) Approval of contract with the Mountain Plains Youth Services (Youthworks) for the provision of Attendant Care and Emergency Shelter Care Services.
- 17) Adjourn.

Leo Vetter

Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**September 1, 2021
TOM BAKER MEETING ROOM
CITY/COUNTY OFFICE BUILDING
221 N 5TH ST**

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5:00 P.M. *Invocation by Chaplain*
COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the August 16, 2021, meeting minutes, the August 17, 2021, workshop meeting minutes, and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
 - c) Stop payment on lost check numbers 116439, 116557 and 117222 and reissue payment.
 - d) Second access permit for Jennifer Vermaas and Stephanie Bosch.
- 5) Brent Ekstrom with Lewis & Clark Development Group.
- 6) Al Fitterer Architect PC:
 - a) Courthouse Remodel bid results.
- 7) Big Sky Railroad.
- 8) Challenges and Opportunities for Burleigh County.
- 9) Continue discussion in processing the American Rescue Plan.
- 10) County Engineer Marcus Hall:
 - a) Authorize the proper County officials to enter into an engineering consultant agreement to perform design engineering services for the construction of Culverts on our 28th Street NW project.
 - b) County Commissioners Workshop summary.
- 11) County HR Director Pam Binder:
 - a) Policy Review.
 - b) Covid vaccination incentive.
- 12) County State's Attorney Julie Lawyer:
 - a) Amended appointment of Mediator pursuant to NDCC § 40-51.2-07.1.
- 13) Commissioner Armstrong:
 - a) Continued Budget discussion.

14) Commissioner Matthews:
a) Covid update.

15) Other Business.

16) Adjourn.

Leo Vetter

Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

BURLEIGH COUNTY PARK BOARD
BURLEIGH COUNTY COMMISSION
MEETING AGENDA
August 16, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST

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5:00 P.M. *Invocation by Chaplain*

COUNTY PARK BOARD

- 1) Meeting called to order by the Chairperson of the Board.
- 2) Roll Call of members.
- 3) Consideration and approval of the June 21, 2021 meeting minutes and approval of bills.
- 4) Water lines at the Missouri Valley Complex.
- 5) Campers.
- 6) Other Business.
- 7) Adjourn.

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the August 2, 2021 meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
- 5) Centre Inc. Budget update.
- 6) Engineer Marcus Hall:
 - a) Authorize the proper County officials to enter into an engineering consultant agreement to perform design engineering services for the construction of Culverts on our 28th Street NW project.
 - b) Approve the next step in processing the American Rescue Plan.
 - c) Review and Direct the County Highway Department on how to proceed with the Developer's Request.
- 7) Planning Director Mitch Flanagan:
 - a) Recommended the Burleigh County Commission approve the of MH Subdivision Final Plat.

8) Commissioner Armstrong:
a) Continued Budget discussion.

9) Other Business.
a) Big Sky Rail.

10) Adjourn.

Leo Vetter

Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

August 2, 2021

**TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

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5:00 P.M. *Invocation by Chaplain*
COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the July 21, 2021 meeting minutes and bills.
- 4) Consent Agenda:
 - a) None.
- 5) Veterans Service Officer Mark Landis:
 - a) Discuss a military and veterans monument proposal.
- 6) Continued from June 21, 2021 meeting with; Taylor Kindseth, Black rhino Airsoft, LLC.
- 7) Engineer Marcus Hall:
 - a) Towne and Country Estates and Morgan Country Estates Subdivisions.
- 8) Sheriff Kelly Leben:
 - a) 2021 Justice Assistance Grant.
- 9) Commissioner Armstrong:
 - a) Continued Budget discussion.
- 10) Request for Public Hearing to close the section line on the property surrounding the Missouri River Correctional Center to which the DOCR has received quiet title.
- 11) Portfolio reports.
- 12) Other Business.
 - a) Public Service Commission.
 - b) Water lines at the Complex.
 - c) NDACO.
 - d) Section Lines.
 - e) Bismarck Police Training.
- 13) Adjourn.

Leo Vetter

Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

July 21, 2021

**TOM BAKER MEETING ROOM
CITY/COUNTY OFFICE BUILDING
221 N 5TH ST**

As always, live meeting coverage is available on Government Access Channels 2 & 602HD, Radio Access 102.5 FM, or streaming on multiple platforms including FreeTV.org and Facebook LIVE.

8:30 A.M. *Invocation by Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the July 7, 2021 meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.

PUBLIC HEARINGS – Issuance of MIDA Bonds by the Cities of Linton, Hazelton, Wilton, and Lincoln for a project in Burleigh County.

PUBLIC HEARINGS – Proposal that Burleigh County issue MIDA Bonds for the Light of Christ Catholic Schools project.

- 5) Election Manager Erika White requesting approval and appointment of ad hoc election committee members.
- 6) Sheriff Kelly Leben requesting Authorization to Hire Temporary, Part-Time Certified Medical Assistants (CMA's).
- 7) *Budget Review* – Finance Director Robin Grenz, overview of submitted budgets. *Burleigh County Dept. Heads, Elected Officials and others are reminded that attendance at this hearing(s) is at your discretion.*
- 8) Motion to adopt preliminary budget and call for final budget hearing September 15, 2021.
- 9) Portfolio Reports.
- 10) Adjourn.

Meeting will begin at 8:30 AM July 21, 2021 and will run until adjourned or 2:50 PM at the latest. If needed the Commission will recess and reconvene at 8:30 AM July 22, 2021

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

July 7, 2021

**TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

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5:00 P.M. *Invocation by Chaplain*
COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the June 21, 2021 meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
 - c) Approve Joyce Falkenstein to a 3-year term to the County School Reorganization Committee.
- 5) Other Business.
- 6) County Landfill.
- 7) Scott Wegner, Arntson Stewart Wegner PC, regarding request for 2 public hearings for proposed MIDA Bond issuance for Light of Christ Catholic Schools Project.
- 8) Election Manger Erika White requesting approval and appointment of *ad hoc* Election Committee members.
- 9) Creation of new funds:
 - a) I. T.
 - b) Provident Renovation.
 - c) Abandoned Cemeteries.
- 10) I. T. Department discussion.
- 11) Engineer Hall:
 - a) Approve the next step in processing the American Rescue Plan.
 - b) Challenges and Opportunities Plan.
 - c) Authorization to enter into an engineering consultant agreement for the Design Engineering of Bridges on our 66th Street SE Railroad Overpass project.
- 12) Sheriff Leben:
 - a) Quarterly Jail Report.
- 13) HR Director Binder to review HR Policies.
- 14) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY PARK BOARD
BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**June 21, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

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5:00 P.M. *Invocation by Chaplain*
COUNTY PARK BOARD

- 1) Meeting called to order by the Chairperson of the Board.
- 2) Roll Call of members.
- 3) Consideration and approval of the May 17, 2021 meeting minutes and approval of bills.
- 4) Other Business.
- 5) Garrison Diversion.
- 6) Mitchell Lake.
- 7) Adjourn.

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the June 7, 2021 meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
 - c) Second access permits.
 - d) Annexation Petition.
- 5) Other Business.
- 6) Hay Lease.
- 7) Ground Lease.
- 8) Extension Lease.
- 9) Engineer Hall
 - a) Authorization to seek various design services from several consultant engineering firms on the 28th Street NW Project.
- 10) Continued from May 17, 2021 meeting with; Taylor Kindseth, Black Rhino Airsoft, LLC.
- 11) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

June 7, 2021

**TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

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3:00 P.M.

COUNTY BOARD OF EQUALIZATION

The Board shall meet during the first ten (10) days on June to equalize and correct the assessment rolls. The Board of Equalization may change the valuation and assessments of any real property upon the rolls, by increasing or diminishing the assessed value of thereof. The Board shall be responsible and just to render uniform taxation.

- A. The Board shall sit as the Township Board of Equalization for the Unorganized Townships.
- B. The Board shall then review the assessments of the cities of Bismarck, Lincoln, Regan, South Wilton, and Wing.
- C. The Board shall then review the assessments of all Organized and Unorganized Townships.
- D. Other Business.
- E. Adjourn.

5:00 P.M. *Invocation by Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member.
- 3) Consideration and approval of the May 17, 2021 meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
 - c) Second access permit for Lance Richter.
- 5) Other Business.
- 6) Election Manger Erika White requesting approval and appointment of *ad hoc* Election Committee.
- 7) State's Attorney Julie Lawyer updated option on Vacating Roadway in Baldwin, ND.
- 8) Planning Director Mitch Flanagan:
 - a) Accept Smart Gov. proposal and increase 2022 budget \$18,580.00 to cover the annual fee.
- 9) HR Director Pam Binder to discuss Compensation Plan Structure.
- 10) Adjourn.

Leo Vetter

Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships
BURLEIGH COUNTY PARK BOARD
BURLEIGH COUNTY COMMISSION
MEETING AGENDA
May 17, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST

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5:00 P.M. *Invocation by Chaplain*

COUNTY PARK BOARD

- 1) Meeting called to order by the Chairperson of the Board.
- 2) Roll Call of members.
- 3) Consideration and approval of the April 19, 2021 meeting minutes and approval of bills.
- 4) Other Business.
- 5) Weed spraying at the boat ramps.
- 6) Ground Lease.
- 7) Garrison Diversion.
- 8) Taylor Kindseth, Black Rhino Airsoft, LLC.
- 9) Bismarck Motocross Association:
 - a) Contract.
 - b) Proposed Building.
- 10) Adjourn.

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the May 3, 2021 meeting minutes and bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Applications for licenses, raffles, and special event permits.
- 5) Other Business.
- 6) HR Director Binder:
 - a) Health Insurance Committee update.
 - b) Compensation structure discussion.

PUBLIC HEARING – Block 1, Lot 2, Briardale Subdivision Replat.

- 7) Building/Zoning Director Flanagan:
 - a) Approval of a minor lot modification to an existing plat as recommended by the Burleigh County Planning Commission.
 - b) Approval of a final plat and zoning change of Roehrich Subdivision Plat as recommended by the Burleigh County Planning Commission.

- 8) County Engineer Hall:
 - a) Authorize the proper County officials to enter into a contract with the low bidder for Hay Creek Township, County Roadway Projects and SAD #73.
 - b) Authorize the proper County officials to enter into a contract with the low bidder for SAD #74.
 - c) Township Mileage Certification.

- 9) County Emergency Manager Senger:
 - a) Fireworks; Discussion in relation to burn restrictions.

- 10) Discussion of Credits available:
 - a) Veterans Service Officer Landis; Explain Disabled Veterans Credits.
 - b) Tax Equalization Director Al Veitmeier; Explain Homestead Credits.

- 11) Finance Director Grenz; American Rescue Plan.

- 12) Bismarck-Mandan Symphony Orchestra.

- 13) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

May 3, 2021

**TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

As always, live meeting coverage is available on Government Access Channels 2 & 602HD, Radio Access 102.5 FM, or streaming on multiple platforms including FreeTV.org and Facebook LIVE.

5:00 P.M. *Invocation by Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member
- 3) Consideration and approval of the April 19, 2021 meeting minutes and bills.
- 4) Consent Agenda:
 - a) Second access permits.
 - b) Applications for licenses, raffles, and special event permits.
- 5) Other Business:
 - a) Finance Director, Robin Grenz.
- 6) Tax Director Vietmeier:
 - a) Abatements.

PUBLIC HEARINGS – Vacating Roadway in Baldwin, ND – continued.

- 7) County Engineer Hall:
 - a) Accepting platted right of way as shown on the attached Plat at, The Ridge at Hawktree Second Replat Subdivision.
 - b) Accepting platted right of way as shown on the attached Plat at, Missouri Meadows Subdivision.
- 8) Sheriff Leben:
 - a) SORN Radio Project update.
 - b) Deputy George Piepkorn Remembrance Ceremony.
- 9) Downtown business Association, change and growth update.
- 10) Bismarck Mandan Chamber EDC President Brian Ritter.
- 11) Adjourn.

Leo Vetter

Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY PARK BOARD
BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**April 19, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

5:00 P.M. *Invocation by Chaplain*

- a. Second access permit for Jordan Tripp.
- 2) Meeting called to order by the chairperson of the board.
- 3) Roll call of members.
- 4) Consideration and approval of the March 1, 2021 meeting minutes and approval of bills.
- 5) County Parks:
 - a. Mitchell Lake
 - b. Driscoll Sibley Park
 - c. Steckel Park
 - d. Kniefel Boat Landing
 - e. Kimball Bottoms
 - f. McLean Bottoms
 - g. Swenson Park
- 6) Other Business.
- 7) Adjourn.

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the April 5, 2021 meeting minutes, approval of bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) South 40 Wedding Events LLC annual liquor license.
 - c) Flash's Place Gaming Site Authorization.
 - d) Second access permit for Jordan Tripp.
- 5) County Superintendent of Schools Heilman:
 - a) Approve Brenda Blazer and Kim Birkland each to 3-year terms to the County School Reorganization Committee.
- 6) Erika White, Burleigh County Election Manager, presenting election equipment and results reporting information.

- 7) Proposal received for Collections of Outstanding Judgements.
 - a) A.R. Audit Services, Inc and Schweigert Klemin & McBride PC Collections Division.
- 8) NDSU Extension, Kelsey Deckert.
- 9) HR Director, Pamala J. Binder.
 - a) Employee Reclassifications.
 - b) Variance for new hire in State's Attorney's Office.
 - c) Appointment of the Interim Deputy Recorder.
- 10) Building/Zoning Director Flanagan:
 - a) Zone Change
 - b) Abandoned Auto Fund (AAF)
- 11) County Sheriff Leben:
 - a) Detention Report April 2021.
 - b) Prisoner Transport from Burleigh County Asset Forfeiture Fund.

PUBLIC HEARING – Vacating Roadway in Baldwin, ND

- 12) County Engineer Hall:
 - a) Second access permit for Jason & Jolene Rieck.
 - b) Second access permit for Cody & Martin.
 - c) Second access permit for Greg Schettler.
- 13) Other Business.
- 14) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

April 5, 2021

**TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

5:00 P.M. *Invocation by Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of member
- 3) Consideration for Approval:
 - a) Approval of the March 15, 2021 meeting minutes.
 - b) Approval of the Bills.
- 4) Consent Agenda:
 - a) Abatements.
 - b) Second access permit for Bismarck Rural Fire District.
 - c) 2021 license application.
 - d) Application for special event permits.
 - e) National Public Safety Telecommunications Week Resolution.
- 5) Other Business.
- 6) County Superintendent of Schools Heilman:
 - a) Approve Brenda Blazer and Kim Birkland each to 3-year terms to the County School Reorganization Committee.
- 7) Mike Manstrom, Bond Sale Resolutions (SAC #70, #71, #72).

PUBLIC HEARINGS – Special Assessment Districts (SAD)

- Resolution of Necessity regarding SAD #73 Country Creek 1st-5th Subdivision,
 - Resolution of Necessity regarding SAD #74 Olive Tree Subdivision.
- 8) County Engineer Hall:
 - a) Authorize the proper County officials to advertise for bids for Special Assessment District #73 (Country Creek Subdivisions 1st – 5th).
 - b) Authorize the proper County officials to advertise for bids for Special Assessment District #74 (Olive Tree Subdivision).
 - c) Authorize the proper County officials to execute various actions resulting from the 2020/2021 fund balance carryover.
 - d) Approve the selection of Bartlett & West to perform construction engineering services for the 43rd Avenue NE Project.
 - e) Approve the estimated amounts for the 43rd Avenue NE Project.
 - f) Developer Waiver Request.

- 9) Friends of the Rail Bridge discussion.
 - a) States' Attorney Julie Lawyer:
 - i. Bismarck Bridge Project Time Line.
 - ii. US Coast Guard Agreement.
 - b) NDIRF Letter, Brennan Quintus, Chief Executive Officer.
 - c) BNSF Railway:
 - i. Mike Herzog, Director Bridge Maintenance.
 - ii. Amy McBeth, Director Public Affairs.
 - d) Captains' Landing Township letter.
 - e) Friends of the Rail Bridge.

10) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY PARK BOARD
BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**March 15, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

5:00 P.M. *Invocation by Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the March 1, 2021 meeting minutes, approval of bills.
- 4) Consent Agenda:
 - a) Abatements.
- 5) Other Business.
- 6) Erica White, Burleigh County Election Manager, presenting voter ID and absentee ballot information.
- 7) County Engineer Hall:
 - a) Award of Bids for; painted pavement markings, Culverts, Hauling of Gravel, Crushing of Gravel, Dust Control.
 - b) Petition to Vacate Roadway.
- 8) Communications.
- 9) Mandy Peterson, Secretary of the Friends of the Rail Bridge.
- 10) Finance Director Grenz 2020 Budget Adjustments.
- 11) Court Facilities Improvement Committee.
 - a) Authorization to enter into an architectural services agreement for the Annex Ground Floor Remodel for a District Courtroom.
- 12) Burleigh County Senior Adults Program.
- 13) Burleigh County Emergency Management:
 - a) Affirm "Fire Emergency and Burn Ban Tied to Daily Fire Danger Rating" previously declared on March 10, 2021.
- 14) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

March 1, 2021

**TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

5:00 P.M. *Invocation by Chaplain*

COUNTY PARK BOARD

- 1) Meeting called to order by the chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the November 16, 2020 meeting minutes and approval of bills.
- 4) Garrison Diversion Conservancy District.
- 5) Other Business.
- 6) Adjourn.

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Consideration and approval of the February 17, 2021 meeting minutes, approval of bills.
- 4) Brian Balerud with Schweigert Klemin & McBride/AR Audit Services relating to NDCC 29-26-22.2 and the collection of judgments.
- 5) County Sheriff Leben:
 - a) 2020/2021 North Dakota Department of Transportation Traffic Safety Grant-Equipment Addendum.
- 6) County Engineer Hall:
 - a) Olive Tree Subdivision.
- 7) Bismarck-Burleigh Public Health Update.
- 8) Consent Agenda:
 - a) Abatements.
 - b) Application for a local or Charity local permit. ND Bowhunters Assn. Foundation.
- 9) Other Business.
- 10) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**February 17, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

5:00 P.M. *Invocation by Law Enforcement Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Approval of the February 1, 2021 meeting minutes, approval of bills.
- 4) Provident Life Building.
- 5) Burleigh County Water Resource District.
- 6) Vision Zero Regional Coordinator Theresa Liebsch.
- 7) County Engineer Hall:
 - a) Reconstruction of 43rd Avenue NE Project Agreement.
- 8) Consent Agenda:
 - a) Abatements.
 - b) Stop payment on lost check number 118949 and reissue payment.
- 9) Other Business.
- 10) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**February 1, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

5:00 P.M. *Invocation by Law Enforcement Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board.
- 2) Roll call of members.
- 3) Approval of the January 20, 2021 meeting minutes, approval of bills.
- 4) Zuger Kirmis & Smith lease in Provident Life Building and remodel expenses.
- 5) Commissioner Armstrong requesting phone or Zoom access for future county commission meetings.
- 6) Building/Zoning Director Flanagan:
 - a) Mike and Billi Jo Wolf variance request.
- 7) County Engineer Hall:
 - a) Consultant Engineering Firm on the 43rd Avenue Project.
- 8) Court Facilities Improvement.
- 9) Consent Agenda:
 - a) Abatements.
 - b) Void gaming permit 20-001.
 - c) Gaming site authorization.
- 10) Other Business.
- 11) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

**January 20, 2021
TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

5:00 P.M. *Invocation by Law Enforcement Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board
- 2) Roll call of members
- 3) Approval of the January 4, 2021 meeting minutes, approval of bills.
- 4) Bitner update on Provident Life
- 5) Recorder Kroshus Retirement
- 6) County Engineer Hall:
 - a) Authorization to enter into an engineering consultant agreement for the Construction Engineering of the Bridge 08-110-21.1 and 08-123-18.0.
- 7) Sheriff Leben:
 - a) Quarterly Jail Report.
- 8) County Contact list and the Inclement Weather & Emergency Closing for review and discussion.
- 9) 4-H extension Building
- 10) Burleigh County Emergency Management:
 - a) Health Emergency Declaration
- 11) Consent Agenda
 - a) Abatements.
 - b) Resolution authorizing County Auditor/Treasurer to make payment upon demand for all invoices and claims for utility services, gas, fuel, and oil (per Bill Payment Policy)
- 12) Other Business
- 13) Adjourn.

Leo Vetter
Burleigh County Auditor/Treasurer

Lincoln, Ft. Rice, Riverview, Burnt Creek, Canfield, Lyman and Phoenix
Unorganized Townships

**BURLEIGH COUNTY COMMISSION
MEETING AGENDA**

January 4, 2021

**TOM BAKER MEETING ROOM
CITY\COUNTY OFFICE BUILDING
221 N 5TH ST**

5:00 P.M. *Invocation by Law Enforcement Chaplain*

COUNTY COMMISSION

- 1) Meeting called to order by chairperson of the board
- 2) Roll call of members
- 3) Approval of the December 21, 2020 meeting minutes, approval of bills.
- 4) County Engineer Hall:
 - a) Authorization to advertise for bids.
 - b) Burleigh County Proposed Project Priority List.
- 5) Update on Burleigh County Human Service Zone Board Meeting by Commissioner Matthews.
- 6) Courthouse update by Commissioner Bitner.
- 7) Commissioner Jones update on comprehensive plan and formation for a strategic county employee.
- 8) Consent Agenda
 - a) Special event.
 - b) Designation of public depositories.
- 9) Other Business:
 - a) Board Appointments:
 - Burleigh County Housing Authority - one (1) five (5) year term.
- 10) Assignment of portfolios.
- 11) board reorganization (election of chair & vice-chair).
- 12) Adjourn.

Leo Vetter

Burleigh County Auditor/Treasurer