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 or Dakota Media Access Facebook Live | Replay later from freetv.org

November 2, 2026

5:00 P.M.

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of October 19, 2026, meeting minutes and bills.
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*

6. Consent Agenda:
    a. Abatements.
    b. Raffle permit.
    c. 2nd approach permit.
    d. Developer waiver request.
    e. Partial refund for zoning application.

7. Engineer Schriock:
    a. Burleigh County 2027 fee schedule.
    b. Mower tractor bid.
    c. Maintenance certification.
    d. Township maintenance agreement.
    e. Motor grader bids.
    f. Authorization to advertise for bids.

8. Sheriff Leben:
    a. Salary Variance request.

9. States Attorney Lawyer:
    a. Summit Carbon Solutions update.

10. Planning Director Flanagan:
    a. Ordinance amendments.

11. Finance Director Schmidt:
    a. 2025 Mill Levy Calculation Follow Up.

12. Commissioner Schwab:
    a. Apple Creek Road bridge update.
    b. Olympic torch acceptance.

13. Auditor Splonskowski:
    a. Auxiliary Board openings.

14. Other Business.

15. Adjourn.

The next regularly scheduled Commission meeting will be on November 16th, 2026.

Mark Splonskowski
Burleigh County Auditor

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 or Dakota Media Access Facebook Live | Replay later from freetv.org

October 19, 2026

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 August 17, 2026, meeting minutes.
5. PUBLIC COMMENT. *Restricted to Burleigh County residents and landowners*.
7. Commissioner Munson:
    a. Kimball Bottoms asphalt removal.

8. Other Business.
9. Adjourn.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of October 5, 2026, meeting minutes and bills.
5. **PUBLIC COMMENT**. *Restricted to Burleigh County residents and landowners.*

6. Consent Agenda:
    a. Abatements.
    b. Check replacement.
    c. Quarter 3 Treasurer's Report.
    d. Fire Alarm Policy.
    e. Fire Policy.
    f. First Amendment Auditors.

7. Kim Riepl, Executive Director, Bismarck-Mandan MPO:
    a. Passenger Rail Service Restoration.

8. Burleigh County Human Service Zone Director Kershaw:
    a. BCHSZ board members request.

9. Sherif Leben:
    a. Burleigh East parking lot renovation project.
    b. JAG Grants.

10. County Finance Director Schmidt.
    a. Leave Variance Request.
    b. Finance/Treasurer Office Closure – Friday, January 8, 2027.
    c. 2025 Mill Levy Calculation Follow Up.

11. County HR Director Binder:
    a. Third Quarter HR Status Update.

12. City of Bismarck and Apex Engineering:
    a. Missouri Valley Complex sewer line project update.

13. Commissioner Schwab:
    a. Update on Apple Creek Road bridge.

14. Other Business.

15. Adjourn.

The next regularly scheduled Commission meeting will be on November 2nd, 2026.

Mark Splonskowski
Burleigh County Auditor

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 or Dakota Media Access Facebook Live | Replay later from freetv.org

October 5, 2026

5:00 P.M.

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of September 21, 2026, meeting minutes and bills.
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*

6. Consent Agenda: (Page 4)
    a. Abatements.
    b. Set minimum sales price for tax sale.
    c. Unclaimed Property – Outstanding Checks Cancellation.
    d. Check replacement.
    e. Raffle Permit

7. PUBLIC COMMENT for Garrison Diversion Conservancy membership.

8. Stephen Larson, City of Bismarck Transportation Planner: (Page 23)
    a. FARMP Adoption.

9. County Engineer Schriock: (Page 47)
    a. Mower Tractor purchase.
    b. Motor Grader.
    c. Salary Variance.

10. Sheriff Leben: (Page 51)
    a. Safety Grant.

11. County Finance Director Schmidt: (Page 97)
    a. Eide Bailly Update-Policies.
    b. Innova Homes LLC Application for abatement.

12. County Planning Director Flanagan: (Page 112)
    a. Aberle Park Zoning change.

13. Commissioner Munson: (Page 116)
    a. Kimball Bottoms update.

14. Other Business.

15. Adjourn.

The next regularly scheduled Commission meeting will be on October 19th, 2026.

Mark Splonskowski
Burleigh County Auditor

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
SEPTEMBER 21, 2026

5:08 PM *Invocation by Chaplain and Pledge of Allegiance*

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

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

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

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the September 10, 2026, meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** A detailed list of funds expended is available for public inspection upon request at the Burleigh County Auditor & Treasurer's office.

Chairman Bitner opened the meeting to public comment.

- Gibbs Township Supervisor Dave Helland spoke.

Chairman Bitner closed the public comment segment.

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

Chairman Bitner opened the public hearing on the final 2027 Budget. Finance Director Taylor Schmidt presented the proposed 2027 budget. Schmidt noted that the budget contained approximately $96.9 million in total appropriations and a $14.1 million property tax levy. General fund expenditures were approximately $45.8 million and revenues approximately $40.1 million. He said the County's portion of the property tax levy was approximately 11 percent lower than in the 2026 budget, primarily because the voter-approved one percent sales tax would be collected for a full year in 2027. The budget included an employee step increase plus a three percent cost of living adjustment along with a $2.3 million levy for the capital improvement fund. County resident Gretchen Deeg spoke on the budget. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the maximum levies for the Unorganized Townships. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.*** Motion by Comm. Munson, 2nd by Comm. Bakken to adopt the 2027 final budget and appropriate 2026 mill levies. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. Chairman Bitner voted 'NAY'. ***Motion carried.***

County Planning Director Mitch Flanagan presented the Chad Doctor Subdivision. The request includes a four-lot subdivision totaling approximately 39.92 acres. A stormwater management plan and paving waver

have already been approved. The Planning and Zoning Commission had recommended approval by an 8-0 vote. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the Chad Docktor Final Subdivision Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan presented the Misty Waters 4th Subdivision. The request includes a plat modification to vacate a twenty-foot drainage easement on a developed residential lot without changing its boundaries. The Planning and Zoning Commission had recommended approval by an 8-0 vote. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Misty Waters 4th Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan presented the Ridge at Hawktree 3rd Subdivision. The request would adjust lot lines around the golf course to place its paths within the same two lots. The Planning and Zoning Commission had recommended approval by an 8-0 vote. Motion by Comm. Munson, 2nd by Comm. Schwab to approve the The Ridge at Hawktree 3rd Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Auditor Splonskowski presented the list of Inspectors for the General Election for approval by the Commission and requested authorization to make any necessary changes to the inspector assignments. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the list of General Election Inspectors and authorize necessary changes. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

No other business was had.

Meeting adjourned.

5:46 PM

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Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
JOINT BURLEIGH/MORTON MEETING MINUTES
SEPTEMBER 21, 2026

4:30 PM *Invocation by Chaplain and Pledge of Allegiance*

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

Roll call: Burleigh Commissioners Wayne Munson, Steve Schwab, Jerry Woodcox, Steve Bakken, and Chairman Brian Bitner were present. Morton Commissioners Jackie Buckley, Paul Tokach, and Chairman Nathan Boehm.

County Sheriff Kelly Leben presented an update on the Detention Center paint lawsuit.

4:40 PM Pursuant to N.D.C.C. § 44-04-19.1(5), the Commission entered executive session.

5:04 PM The Commission exited the executive session.

Motion by Comm. Bakken, 2nd by Comm. Munson to have Sheriff Leban move on the consensus reached in the executive session. Commissioners Munson, Schwab, Woodcox, Bakken, Buckley, Tokach, Chairman Boehm, and Chairman Bitner voted 'AYE'. ***Motion carried.***

No other business was had.

Meeting adjourned.

5:08 PM

_____ _____

Mark Splonskowski, Brian Bitner,
County Auditor Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
SEPTEMBER 10, 2026

5:04 PM *Invocation by Chaplain and Pledge of Allegiance*

Vice-Chairman Bakken called the regular meeting of the Burleigh County Commission to order.

Roll call: Commissioners Wayne Munson, Steve Schwab, Jerry Woodcox, and Vice-Chairman Steve Bakken were present. Chairman Brian Bitner was absent.

Item 14(a), Missouri Valley Complex Committee, was removed from the agenda. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the amended agenda. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the August 17, 2026, meeting minutes and the bills with one invoice held for discussion. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.*** A detailed list of funds expended is available for public inspection upon request at the Burleigh County Auditor & Treasurer's office.

Discussion was had on the invoice held which was related to the Burleigh-Morton Detention Center paint litigation and payment of court-ordered costs and fees to Venture Architects. Sheriff Leben spoke on the subject. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the payment to Venture Architects. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Vice-Chairman Bakken opened the meeting to public comment.

- No comment was heard.

Vice-Chairman Bakken closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Kevin & Alisa Hessinger, Michael & Carol Roehrich, Eric & Charlotte Bondeson abatements and the consent agenda in its entirety. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Bravera Bank Regional President Kevin Dykema and University of Mary Executive Vice President Jerome Richter presented the University of Mary intergovernmental agreement and bond resolution for the second tranche of financing for campus projects. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the intergovernmental agreement and related bond resolution for the University of Mary. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Taft Township Supervisor Kip Rath requested approval to merge Taft and Thelma Townships. Rath stated that Thelma Township has approximately 11 residents over age 18 and Taft Township approximately 26, and that combining the townships would make administration more practical. State's Attorney Lawyer and

Engineer Schriock spoke on the subject. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the merger request. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

County Engineer Dan Schriock requested creation of an Account Technician position within the Highway Department. Schriock explained that the Highway and Human Resources departments had reviewed the department's needs and recommended promoting the current Administrative Assistant into the Account Technician position. Schriock stated the change fits within the Highway Department's current salary and fringe benefit budget. Motion by Comm. Schwab, 2nd by Comm. Munson to direct the Human Resources Director to make the required changes to the existing payroll system to change Brenda Fischer's position from the Admin Assistant II position to the Account Technician position (Grade 4, Step 9 to a Grade 5, Step 8) and to allocate funding from the Road and Bridge fund to cover the change. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Engineer Schriock requested authorization for the sale of used Highway Department assets that are no longer needed or have been replaced. He stated that the surplus equipment would be offered through a government auction site and advertised in the Bismarck Tribune and on the County website. Motion by Comm. Woodcox, 2nd by Comm. Munson to authorize the proper County Officials to work with GovDeals in selling the attached list of used surplus equipment. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented the Apple Creek Ridge 3rd Subdivision final plat. The request combines two lots in an existing subdivision into one approximately 3.11-acre parcel. A stormwater management plan was not required because the property had previously been platted, and a paving waiver was not required because the roadway is already paved. The Planning and Zoning Commission had recommended approval by an 8-0 vote. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Apple Creek Ridge 3rd Subdivision final plat. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Director Flanagan presented the Olive Tree 2nd Subdivision final plat at 5501 Dietrich Place in Hay Creek Township. The proposal is a lot combination resulting in an approximately 25-acre parcel. Flanagan stated that the stormwater management plan had been approved and that a paving waiver was not required. The Planning and Zoning Commission had recommended approval by an 8-0 vote. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Olive Tree 2nd Subdivision final plat. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Director Flanagan presented the Arcadia Lite Estates Subdivision in Burnt Creek Township. The approximately 80.1-acre subdivision creates five lots of roughly 16.5 acres each. Four lots will use shared access from 26th Street, while Lot 5 will access 123rd Avenue. The stormwater management plan had been approved and a paving waiver had previously been approved. The Planning and Zoning Commission had recommended approval by an 8-0 vote. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Arcadia Lite Estates Subdivision final plat. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Director Flanagan presented the Misty Waters 3rd Replat located at 6301 Dream Circle. The request combines two parcels in an existing subdivision into one approximately 1.45-acre parcel. A stormwater management plan and paving waiver were not required. The Planning and Zoning Commission had recommended approval by an 9-0 vote. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Misty Waters 3rd Replat. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Sheriff Kelly Leben requested a salary variance and leave accrual variance for a Medication Assisted Treatment nurse at the Burleigh-Morton Detention Center. He said the current applicant has public health experience with Morton County and the qualifications needed to establish the induction portion of the medication-assisted treatment program, which will allow qualifying inmates entering the facility to begin medication intended to address fentanyl addiction. Because the position requires an experienced nurse, Leben requested authorization to hire at Step 8 and that the employee accrue 10 hours of vacation per month, consistent with the employee's current accrual at another political subdivision. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the requested variances and authorize the hire. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Human Relations Director Pam Binder presented revisions to two Human Resources policies that had previously been combined and were now separated into a Recruitment and Selection Policy and an Employment Policy. Binder said Human Resources also developed a new job requisition form to assign requisition numbers, improve tracking, and is intended to prompt department heads to evaluate whether a position still needs to be filled and whether duties or technology have changed before recruitment begins. Binder stated that the revisions had been reviewed with department heads and the County Administrator. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the revised Recruitment and Selection Policy. Commissioners Munson, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.***

Director Binder then presented the revised Employment Policy, explaining that it contains the applicable employment acts, laws, and related provisions that had formerly been combined with the recruitment policy. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Employment Policy. Commissioners Munson, Schwab, Woodcox, and Vice Chairman Bakken voted 'AYE'. ***Motion carried.***

County Auditor Mark Splonskowski presented the proposed 2027 County Commission meeting calendar. Splonskowski stated that most meetings are scheduled on Tuesdays, with exceptions identified on the calendar. The first September meeting required a choice between Wednesday, September 1, and Thursday, September 9, due to the Labor Day schedule. The Commission preferred September 1 to maintain more spacing before the next meeting. Splonskowski stated he would verify the room remained available and reserve it, and would return to the Commission if the date could not be secured. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the 2027 meeting calendar using September 1 for the first September meeting, subject to room availability. Commissioners Munson, Schwab, Woodcox, and Vice Chairman Bakken voted 'AYE'. ***Motion carried.***

Commissioner Munson presented a resolution adjusting the current makeup of the Burleigh County Park Board. Munson reported that State's Attorney Lawyer had confirmed that, under the applicable Century Code

provisions, the body must be referred to as a Park Board. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the resolution. Commissioners Munson, Woodcox, and Vice-Chairman Bakken voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Other Business:

- Discussion of Comm. Bakken's trip to Montana for a passenger rail conference was deferred to the next meeting so more complete information can be provided.

Motion by Comm. Munson, 2nd by Comm Woodcox to move into executive session to discuss lease agreements with Verizon and DCN, LLC; termination of the Emergency Management Joint Powers Agreement; pending litigation involving the Garrison Diversion appeal and the Burleigh-Morton Detention Center paint matter; and property acquisitions. Commissioners Munson, Schwab, Woodcox, and Vice Chairman Bakken voted 'AYE'. ***Motion carried.***

5:49 PM Pursuant to N.D.C.C. § 44-04-19.1(5), the Commission entered executive session.

6:39 PM The Commission exited the executive session.

Motion by Comm. Munson, 2nd by Comm. Woodcox to continue the regular meeting. Commissioners Munson, Schwab, Woodcox, and Vice Chairman Bakken voted 'AYE'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Munson to approve the consensus reached in the executive session. Commissioners Munson, Schwab, Woodcox, and Vice Chairman Bakken voted 'AYE'. ***Motion carried.***

Meeting adjourned.

6:42 PM

_____ _____

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
AUGUST 17, 2026

5:30 PM

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

Roll call: Commissioners Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner were present. Commissioner Steve Bakken attended via Telephone.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda, adding a finance discussion to other business. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Munson to approve the August 3, 2026, meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** A detailed list of funds expended is available for public inspection upon request at the Burleigh County Auditor & Treasurer's office.

Chairman Bitner opened the meeting to public comment.

- County Resident Chase Dauenhauer, the new owner of Papa's Pumpkin Patch, spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Kenneth Rebel, Troy Jr & Joanne Swindler, Wendy Boyer, Sandra Doffee abatements and the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

The Commission considered designation of a delegate to the annual North Dakota Association of Counties Conference. County Administrator Mary Senger stated that she would be willing to serve. Motion by Comm Munson, 2nd by Comm. Bakken to appoint County Administrator Senger as the County's NDACO delegate. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Interim Finance Director Taylor Schmidt presented an update regarding the calculation of the 2025 mill levies. He reported that mobile homes and in-lieu-of-tax property had inadvertently been included in the valuation used to calculate mill levies even though those amounts should not have been included in the real-estate valuation base. Schmidt stated that the most significantly affected districts had been contacted and that procedures are being put in place to prevent this from repeating.

No other business was heard.

Meeting adjourned.

5:43 PM

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Mark Splonskowski,
County Auditor

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Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
AUGUST 3, 2026

5:47 PM

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda, adding Comm. Bakken's passenger rail conference request immediately before Other Business and removing the special even permit from the Consent Agenda for separate discussion. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Munson to approve the July 20, 2026, meeting minutes and the bills. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.*** A detailed list of funds expended is available for public inspection upon request at the Burleigh County Auditor & Treasurer's office.

Chairman Bitner opened the meeting to public comment.

- No public comment was heard.

Chairman Bitner closed the public comment segment.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Earl Wills, Danielle Kenneweg, Ann Trom, Jack & Renate Morris, Alan & Charlotte Sather, Alan & Alice Fischer, Kevin Leingang, Wayne & Kim Emil, Alan & Alice Fischer abatements and the consent agenda less the special event permit for Sixteen03 Main Events. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Discussion was had on the Sixteen03 Main Events special event permit because the applicant held a City of Bismarck liquor license but not a Burleigh County liquor license. Motion by Comm. Bakken, 2nd by Comm. Munson to table the discussion until the State's Attorney reviewed the applicable law. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner discussed vacancies for the County's extraterritorial area seats of the City of Bismarck Planning & Zoning Commission. Applicants must reside within the current extraterritorial area. Discussion also addressed the reduced size of the area and changes to the City's land development code that will remove the County Commissioner position from the City Planning & Zoning Commission after October 1, 2026. No action was taken.

Commissioner Bakken requested authorization to attend a passenger rail conference relating to potential restoration of passenger rail service through the Bismarck-Mandan area. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve reasonable transportation and lodging expenses for Commissioner Bakken to attend the rail conference. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Bakken abstained. ***Motion carried.***

County State's Attorney Julie Lawyer advised that based on her preliminary review, a city liquor license would not authorize alcohol sales at an event outside the city and that a special event permit in the County should be issued through a business licensed to sell alcohol in the County. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the special event permit for Sixteen03 Main events contingent upon the event operating under a business holding a valid Burleigh County liquor license. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Discussion was held regarding the development of a policy regarding special event permits.

County Interim Finance Director Taylor Schmidt presented the 2027 preliminary budget. Interim Finance Director Taylor Schmidt continued the presentation of the 2027 preliminary budget. Schmidt reported that the General Fund request was approximately $4.2 million higher than the prior year and included five new full-time positions; a proposed capital improvement levy and budget of approximately $2.5 million; and an estimated decrease of approximately $2 million in total County property-tax levies due largely to sales-tax funding for public safety. Schmidt stated that the budget showed an approximately $4 million planned deficit, but the anticipated operating deficit was closer to $1.5 million, which would leave reserves at approximately $16 million, or 35 percent. He noted that the final budget hearing was scheduled for September 21, 2026, at 5:00 PM. Discussion followed regarding the County parks budget, Kimball Bottoms engineering and maintenance costs, the County Board community-involvement line item, employee compensation, the Job Development Authority allocation, departmental budget consolidation, audit preparation, and the Highway Department levy. Motion by Comm. Woodcox, 2nd by Comm. Bakken to increase the County Board Community Involvement budget from $11,000 to $31,000. Commissioners Bakken, Munson, Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. ***Motion carried.*** Motion by Comm. Woodcox, 2nd by Comm. Munson to increase the proposed employee cost of living adjustment from two percent to three percent. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Motion by Comm. Munson, 2nd by Comm. Woodcox to retain the $100,000 allocation for the Chamber of Commerce in the preliminary budget. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY. ***Motion carried.*** Motion by Comm. Bakken, 2nd by Comm. Munson to approve the remaining Budget Committee recommendations. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the 2027 preliminary budget. Commissioners Bakken, Munson, Schwab, and Woodcox, voted 'AYE'.
Chairman Bitner voted 'NAY'. ***Motion carried.***

No other business was heard.

Meeting adjourned.

6:41 PM

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Mark Splonskowski, County Auditor	Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JULY 20, 2026

5:00 PM

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the agenda, moving item 10 to the end of the meeting immediately before the State's Attorney's item. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the July 6, 2026 meeting minutes and the bills. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.*** A detailed list of funds expended is available for public inspection upon request at the Burleigh County Auditor & Treasurer's office.

Chairman Bitner opened the meeting to public comment.

- County resident Jim Koch spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Jeffrey & Rachelle Kinn, Gary & Linda Haider, Michael & Peggy Thurlby, Casper & Leona Glaser, Raeed Douri Eyoub, Betty Rolfson AKA Betty Groszhans, abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the public hearing on the University of Mary bond issuance.

- University of Mary Executive Vice President Jerome Richter spoke.
- Bravera Bank Regional President Kevin Dykema spoke.

Chairman Bitner closed the public hearing.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the University of Mary's issuance of MIDA Bonds. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Sheriff Kelly Leben presented an update on off-highway vehicle enforcement and quarterly operations at the Burleigh-Morton Detention Center.

Funatix Owner and Ceo John Bollinger presented a recap of the 250th Anniversary Red, White, and Boom event.

County Interim Finance Director Taylor Schmidt presented the 2027 preliminary budget. Following discussion, the Commission reached consensus to continue consideration of the preliminary budget at next regularly scheduled meeting on August 3, 2026.

Commissioner Schwab gave an update on weed control at the Missouri Valley Complex and reported that he had mowed portions of the grounds. He stated that he used approximately $214.00 in fuel. Discussion followed. Motion by Comm. Bakken, 2nd by Comm. Woodcox to reimburse Commissioner Schwab for $214.00 for fuel used while mowing. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

County Planning Director Mitch Flanagan presented a resolution to amend certain ordinances. County Resident Kay LaCoe spoke. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve amendments to the following ordinances; Zoning District Article 3 Definitions, Zoning District Article 6 Incidental Uses, Zoning District Article 8 Section 4, Sec. 8, Sec. 22, Zoning District Article 11 Ag Agricultural, Zoning District Article 12 R1 Residential, Zoning District Article 13 R2 Residential, Zoning District Article 15 R5 MH, Zoning District Article 16 C Commercial, Zoning District Article 18 I Industrial. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan presented a variance request for 501 Nature View Drive. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the request by Justun Kitzan to construct a 26-foot-by-48-foot accessory building at 501 Nature View Drive. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan requested approval of the Island Park Estates 2nd Subdivision Plat. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Island Park Estates 2nd Subdivision Final Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan requested approval of the Klatte Subdivision Final Plat and a zone change from A-Agriculture to R1-Residential. Cassie Quintus and County residents Mary Klatte and Mike Connelly spoke. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the Klatte Subdivision Final Plat and a zone change from A-Agriculture to R1-Residential. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County State's Attorney Julie lawyer led a discussion regarding the Joint Powers Agreement with the City of Bismarck governing joint emergency management operations and the termination of the lease agreement for the Coleman Street facility. Motion by Comm. Bakken, 2nd by Comm. Schwab to terminate the Joint Powers Agreement with the City of Bismarck. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Motion by Comm. Schwab, 2nd by Comm. Munson to enter executive session to discuss potential negotiations with the City of Bismarck regarding lease obligations, property division, and possible litigation. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

6:41 PM Pursuant to N.D.C.C. § 44-04-19.1(5), the Commission entered executive session.

7:13 PM The Commission exited the executive session.

Motion by Comm. Bakken, 2nd by Comm. Munson to direct the State's Attorney to move forward with the proposed agreement. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

There being no other business, Chairman Bitner adjourned the meeting.

7:14 PM

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Mark Splonskowski, Brian Bitner,
County Auditor Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JULY 6TH, 2026

5:23 PM

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

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

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the agenda with removing item 10 (Planning & Zoning Discussion). Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the June 15th, 2026 meeting minutes and the bills. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.*** A detailed list of funds expended is available for public inspection upon request at the Burleigh County Auditor & Treasurer's office.

Chairman Bitner opened the meeting to public comment.

- No public comment was heard.

Chairman Bitner closed the public comment segment.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Dewayne Bailey, James Cope Jr, Tony & Donna Wilson, Michael & Laurel Ahneman, Leon & Mary Geithman, Charles Edin, Marian Scheck, Vernon & Mary Lablanc, Garald & Karla Maddock, Betty Hiatt, John & Cynthia Cain, Mary Jo Bergquist, Barry Holm, Mark Bogert & Rhamie Hauck, Howard & Linda Altenburg, Albert Meidinger, Jim & Rhonda Burgard, Richard & Patricia Skarperud, Patricia Smith, Debra Selland, Michael & Mary Serr, Donna McCann, Constance McQuay, Fred and Judy Domres abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented a request for acceptance of a plat. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the Ponderosa Riverside Village 9th Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flanagan presented a request for acceptance of a plat. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the Norb's Final Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Human Resources Direct Pam Binder presented the 2026 Human Resources Mid-Year Report.

County State's Attorney Julie Lawyer requested a salary variance. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve a salary variance of a for the newly hired Legal Assistant I with the State's Attorney's Office. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Other Business:

- Chairman Bitner presented a annexation request from the City of Bismarck.
- Commissioner Schwab discussed the possibility of placing a sign at the County Parks to discourage illegal dumping.

Meeting Adjourned.

5:48 PM

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Mark Splonskowski, Brian Bitner,
County Auditor Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JUNE 15TH, 2026

5:13 PM

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

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the June 1st, 2026 meeting minutes, the June 5th, 2026 special meeting minutes, and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan introduced the new Planner Jacob Zabel.

Chairman Bitner opened the meeting to public comment.

- County Residents Kim Fettig spoke and Comm. Woodcox spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Alan Henning, Douglas Morris, Pamela Jimison, John & Betty Baepple, Thomas Hayes, Dan Ensz, Charlotte Hohbein, Marvin & Marian Hochhalter, David Gaugler, Deloris Page, James & Audrey Kostelecky, Vaughn Chesrown, Linda Houston, Lloyd & Brenda Hultberg, Luella Richter, Angela Gallagher, Clyde & Lezlie Grosz, Debra Hausauer, Phyllis Schumacher, Arvin & Patricia Kilen, Ronald & Sally Perry, Ernie & Ruth Jesz, Bonnie Repnow, James Fritz, Doris Falconer, Ralph & Ruth Boyer, Christina Dosch, Neil Regstad, Harold & Bonnie Holtz, Lawrence & Astrid Senger, Jolene Schoch, Shirley & Cleon Hoggarth, Edward & Margaret Pinks, Gary & Nancy Fuchs, Robert & Deborah Dolajak, Harley & Mavis Routledge abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Funatix General Manager Will Satler gave an update on planning efforts and a preview of the 250th Anniversary 4th of July Celebration.

Nexus Planning & Consulting President/CEO J. Daniel Schwartz and University of Mary Facilities Management Director Luke Sadling presented a Memorandum of Understanding (MOU) between Burleigh County and the University of Mary. They stated this MOU would authorize the University of Mary to apply for Federal funding under the FY 2024 & FY 2025 BRIC Grant Program with Burleigh County acting as a pass-through entity for the university to apply. Motion by Comm. Bakken, 2nd by Comm. Woodcox to agree to the

Memorandum of Understanding between Burleigh County and the University of Mary to apply for the FY 2024 & FY 2025 BRIC Grant Program. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Engineer Dan Schriock presented a request to accept a platted Right of Way. Motion by Comm. Munson, 2nd by Comm. Woodcox to accept the Right of Way shown on the Cruz Subdivision Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock requested approval for the Biennial/Amended Township Road Mileage Certification. He stated that the County has 588 miles of roads, the Organized Townships have 743 miles of roads, and the Un-Organized Townships have 157 miles of roads for a total of 1,488. Motion by Comm. Schwab, 2nd by Comm. Munson to certify the Township road mileage breakdown and authorize the Chairman to sign the required State forms. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request to approve the selection of an engineering consultant firm. Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve the selection of Moore Engineering to perform construction engineering services for Project No. SC-0848(004) PCN 25028 (Local Project No. 0190) 2-inch Mill and overlay on Moffit Road and allow the proper officials to enter into a contract with said firm. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Munson requested clarification regarding a prior consensus discussion concerning public health cost-sharing and facility rental agreements with the City of Bismarck for Bismarck-Burleigh Public Health. Chairman Bitner clarified that the Commission had discussed the matter previously and had reached general consensus to continue existing arrangements, but no formal vote had been taken. Munson also inquired about changes to the budget hearing process. Chairman Bitner explained that county administrative and finance staff have primary responsibility for budget preparation and administration under their job descriptions and are therefore best positioned to conduct departmental budget reviews.

Other Business:

- Commissioner Schwab requested that a future agenda item be schedules to allow a public discussion regarding the County's membership in the Garrison Diversion Conservancy District.

Meeting Adjourned.

6:59 PM

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Mark Splonskowski, Brian Bitner,
County Auditor Chairman

BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
JUNE 5, 2026

10:00 AM

Chairman Bitner called the special 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.

Motion by Commissioner Schwab and second by Commissioner Munson to approve the special event permit. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. **Motion carried.**

Meeting adjourned at 10:01 AM

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Mark Splonskowski
County Auditor

Brian Bitner
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JUNE 1ST, 2026

3:35 PM

The Burleigh County Commission convened pursuant to law as the County Board of Equalization.

Chairman Bitner called the Board of Equalization to order.

Roll call of the members: Commissioners Wayne Munson, Jerry Woodcox, and Chairman Brian Bitner present. Commissioner Steve Schwab arrived later in the meeting and Commissioner Steve Bakken was absent.

County Tax Equalization Director Al Vietmeier presented a summary of the 2026 Burleigh County Equalization Report.

Appeals submitted by Timothy and Lynell Thueson, NETREIT Bismarck LLC, Cass Oil Co, Schwan Family Partnership, Belfield Access Terminal LLC, Leslie Cole, and Andrew Schmidt & Ermuun have been received and are under review.

County residents Jeff Hinz, Christine Blowers, Kurt Kessler, Marella Krein, Kevin Miller, Bonnie Dahl, and Tony Wilson requested assistance from the Tax Equalization Office to review their property and make adjustments as necessary.

4:37 PM

Chair Bitner adjourned the County Board of Equalization and convened as the Board of Equalization for the Unorganized Townships.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the assessments of the Unorganized Townships or otherwise noted in the minutes. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner adjourned the Board of Equalization for the Unorganized Townships and reconvened as the County Board of Equalization.

4:38 PM

Motion by Comm. Munson, 2nd by Comm. Schwab to approve Agricultural Land values to implement North Dakota State Tax Department recommendation on the average value per acre. Commissioners Munson, Schwab, and Chairman Bitner voted 'AYE'. Commissioner Woodcox voted 'NAY'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the assessments of the Cities of Bismarck, Regan, Wing, South Wilton, and Lincoln or otherwise noted in the minutes. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the assessments of the Organized and Unorganized Townships or otherwise noted in the minutes. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve application for property tax exemption for improvements to commercial and residential buildings (NDCC § 57-02.2) as recommended by County Tax Equalization Director Allan Vietmeier or otherwise noted in the minutes. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve and accept the 2026 real property assessments as equalized, to authorize the County Tax Director to make corrections to property values in Burleigh County as needed, and further to adjourn sine die or otherwise noted in the minutes. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Meeting Adjourned.

4:40 PM

5:03 PM *Invocation by Chaplain and Pledge of Allegiance*

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

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the May 18th, 2026 meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County Residents Tom Fettig and Kim Fettig spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Kristopher Nicholson, Donn Lang, Jack Langan, Brian Mehlhoff, Henry & Mary Decoteau, Karen Koster, Shelly Martel, and Benita Repnow abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Burleigh County Extension Agent Kelsey Deckert presented an update of programming and introduced the new Agriculture & Natural Resource Agent Seth Boechler who provided some personal history.

County resident Ben Gehrig requested consideration of a zoning text amendment to prohibit new data centers. County residents Terry Effertz, Rachel Heidel, Dustin Gawrylow, Gale Becker, Donald Vollar, Travis Jensen, Chris Freeman, Jan Wangler, Any Buntrock, Michael Berg, and Lanny Kenner spoke on the subject. Discussion was had. No action was taken.

County resident Ben Gehrig requested consideration of an ordinance to prohibit and remove Flock safety cameras. Discussion was had. No action was taken.

County State's Attorney Julie Lawyer presented information on new job descriptions and reclassifications. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the new job descriptions for Legal Assistant / Restitution Clerk and Legal Assistant II / Restitution Backup and approve the reclassifications of Legal Assistant I to Legal Assistant II / Restitution Clerk and Legal Assistant II to Legal Assistant II / Restitution Backup with the modification of salary to pay grade 5 / step 12 and to approve the reclassification of Investigator to pay grade 8. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flannagan presented a request for approval of a final plat. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the final plat of the Ponderosa Riverside Village 8th Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flannagan presented a variance request. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the 12' variance for 3727 E. Regent Drive. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Director Flannagan presented a resolution for the modification of a non-access line. Motion by Comm. Munson, 2nd by Comm Bakken to allow Chairman Bitner to recuse himself due to a conflict of interest. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. ***Motion carried.*** Chairman Bitner handed this item to Vice-Chairman Bakken to address. Motion by Comm. Munson, 2nd by Comm. Schwab to approve Resolution 26-002 to modify the South Non-Access control line at Apple Meadows 3rd Block 1 Lot 14 reducing it from 100 feet to 60 feet. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. ***Motion carried.*** Motion by Comm. Bakken, 2nd by Comm. Munson to return control back to Chairman Bitner. Commissioners Bakken, Munson, and Schwab voted 'AYE'. Commissioner Woodcox voted 'NAY'. ***Motion carried.***

Other Business:

- Commissioner Bakken spoke about the upcoming Bismarck / Burleigh Commission and items that will be on the agenda.

Meeting Adjourned.

6:59 PM

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Mark Splonskowski, County Auditor	Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
MAY 18TH, 2026

5:15 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, and Chairman Brian Bitner present. Commissioner Jerry Woodcox was absent.

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the May 4th, 2026 meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County Residents Kim Fettig and Tom Fetting spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Joan Bohne, Kristi Lynn Rajewsky, Robert & Deandra Hunter, Matthew Weigel, Tiffany-Iris Heflin, Connie Mikkelsen, Alice Reichenberger abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened a public hearing on the University of Mary bond request:.

- University of Mary Executive Vice President Jerome Richter explained the bonding request and listed the projects the bond would support.
- Bravera Regional President Kevin Dykema explained the bond financing structure with the tax-exempt bonds.

Chairman Bitner closed the public hearing. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the bond request by the University of Mary. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Lewis & Clark Development Group Executive Director Brent Eckstrom provided an annual update regarding regional economic and community development initiatives.

County Interim Finance Director Taylor Schmidt presented the Commission with a reimbursement resolution for Special Assessment Districts #77 and #78. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the reimbursement resolutions for Special Assessment Districts #77 and #78. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Interim Finance Director Schmidt presented the County's 1st Quarter investment report.

County Engineer Daniel Schriock presented a request for authorization to enter into contract with a low bidder on the Moffit Road Improvement Project. Motion by Comm. Bakken, 2nd by Comm. Munson to authorize the proper County officials to enter into contract with the low bidder, Strata Corp., for Project No. SC-0848(004) Moffit Road Improvement Project local project no 0190 for $3,182,169.73. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock addressed graveling concerns on 66th St.

County Planning Director Mitch Flanagan discussed information received recently regarding the Bakken East Pipeline Project.

County Auditor Mark Splonskowski presented a progress update on the 2026 Primary Election.

Chairman Bitner presented information regarding a proposed change order associated with the Provident Building remodel project. HTG Architects Principal Architect Dan Schaff explained the request related primarily to contingency funds restoration following earlier project modifications that moved the Commission chambers to the second floor. County Administrator Mary Senger said that project funding remained available through previously transferred ARPA and General Fund allocations dedicated to the remodel project. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the $160,000 change order. Commissioners Bakken, Schwab, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.***

Chairman Bitner discussed recent ditch repair work completed along Centennial Road. He stated that this situation was considered a significant public safety concern. Engineer Schriock provided a detailed cost breakdown of the project. He said that he personally inspected the project following the completion and that there had already been additional damage reported.

Chairman Bitner discussed a recent County collaboration meeting involving Burleigh, Cass, and Grand Forks Counties. He said discussion focused on shared County operation concerns, legislative priorities, and collaborative opportunities among the State's larger counties.

Chairman Bitner started a discussion on legislative issues impacting county government operations which include infrastructure concerns, county authority issues, and future legislative priorities that may affect the County's operations and services.

Chairman Bitner informed the Commission that the County had received a certified mail notice regarding an owner initiated annexation request involving the RBK Ventures Subdivision. Discussion was had.

Chairman Bitner continued the discussion on a fire restriction amendment. Comm. Munson stated that the discussion was regarding the Missouri Valley Complex and the Kimball Bottoms recreational areas and excluding them from fire restrictions and OHV use. State's Attorney Julie Lawyer and Sheriff Kelly Leben spoke on the subject. No action was taken.

No other business was had.

Meeting Adjourned.

6:38 PM

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Mark Splonskowski,
County Auditor

_____
Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
May 4TH, 2026

5:15 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. Munson, 2nd by Comm. Bakken to approve the agenda. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the April 20th, 2026 meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County Residents Curtis Jundt and Mike Carlson spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Richard & Connie Gebhart, Florence & Virgil Sailer, Lonnie & Sandra Fetzer, Donna & Billijo Link, Dorothy Simon; Rhonda & Lonell Dikoff, Donald & Arlo Thompson, Roger & Marlene Freitag, Debra Ketterling, Denise Goehring Bergquist abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened a public hearing on the Off Highway Vehicle Ordinance:

- Commissioner Woodcox clarified portions of the proposed ordinance.
- County Residents Brian Fettig, Tom Fettig, Curtis Jundt, Cydny Meidinger, Annette Behm-Caldwell, and Michelle Jundt spoke on the subject.

Chairman Bitner closed the public hearing. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Woodcox to adopt the amended Off Highway Vehicle Ordinance 23-01 which will create ordinance 26-01 with an effective date of May 15th, 2026. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. ***Motion carried.***

Morton Township Chairman Daymon Mills presented a floodplain resolution which was amended, to include an indemnification clause, at the request of the Commission from the last meeting. Discussion was had.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the Morton Township floodplain resolution with the amendments of removing "previously" and modifying "exercised" to "exercises". Commissioners Bakken and Woodcox voted 'AYE'. Commissioners Munson, Schwab, and Chairman Bitner voted 'NAY'. ***Motion denied.*** The Commission advised Mills to amend the resolution and bring it back to the next meeting.

Funatix Events General Manager Will Satler gave a presentation on the 250th Anniversary Celebration in which the County is participating.

Apex Engineering Vice President Mike Berg, project manager for the Hay Creek lift station and interceptor project, presented revisions to an existing sanitary sewer easement. Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the revised easement. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Interim Finance Director Taylor Schmidt requested authorization to submit a claim for the Discover Merchant Settlement on behalf of the County. Motion by Comm. Bakken, 2nd by Comm. Munson to authorize the Interim Finance Director to submit a claim for the Discover Merchant Settlement on behalf of the County. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Engineer Daniel Schriock presented a request to enter into contract for the Ponderosa Riverside Village Road improvement project. Motion by Comm. Woodcox, 2nd by Comm. Bakken to accept the low bid from Strata Corporation for $434,830.20 for Project No. 0193 SAD #78 and authorize the proper County officials to enter into contracts with the bidder. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request to enter into contract for Township gravel hauling for 2026. Motion by Comm. Bakken, 2nd by Comm. Munson to accept the low bid from WM D Scepaniak Inv. For $395,000 for the Township Gravel Hauling for 2026 and authorize the proper County officials to enter into contracts with the bidder. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request to accept a platted Right of Way. Motion by Comm. Bakken, 2nd by Comm. Schwab to accept the Right of Way shown on the JFP Foxhaven Subdivision Plat. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.***

Engineer Schriock presented a pavement waiver request. Motion by Comm. Munson, 2nd by Comm. Bakken to grant Timothy & Mallory Klatte's request to waive the paving requirements "…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." listed in the Pavement Policy, in conjunction with the approval of the Klatte Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened a public hearing for the vacation roadway Right of Way in Ponderosa Riverside Village Replat.

- County Residents Jeff & Kim Eslinger (Owners of the property) spoke on the subject.

Chairman Bitner closed the public hearing. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the vacation of roadway Right of Way in Ponderosa Riverside Village Replat. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. Chairman Bitner voted 'NAY'. ***Motion carried.***

Engineer Schriock presented an appeal of a second approach permit request. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the second approach permit for Scott Berger. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request for permission to add Ziply Fiber Pacific to the list of approved utility companies for permit issuance. Motion by Comm. Bakken, 2nd by Comm. Munson to approve adding Ziply Fiber Pacific the list of approved utility companies for permit issuance. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Sheriff Kelly Leben presented a request to authorize the Sheriff's Department to accept a donation. Motion by Comm. Schwab, 2nd by Comm. Bakken to authorize the proper authorities to accept the donation between Burleigh County and Bismarck Veterans of Foreign Wars Post #1326. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Munson discussed the mowing quotes received for the Missouri Valley Complex and the low bid that was accepted then the vendor backed out. Motion by Comm. Munson, 2nd by Comm. Bakken to accept the second lowest bid from Knockout Land Management LLC. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. ***Motion carried.***

Commissioner Munson started a discussion on fire restriction. He stated that North Dakota Parks and Recreation uses the Missouri Valley Complex for training and is requesting an exemption from the off highway vehicle fire restrictions. Comm. Munson said that the Corps of Engineers also requested an exemption for the Kimball Bottoms recreation area as it is an established off highway vehicle recreation area. He requested the discussion on Kimball Bottoms be placed on the next agenda.

Chairman Bitner thanked County Administrator/Emergency Manager Mary Senger on the completion and passing of the County's Mult-Hazard Mitigation Plan. Administrator Senger presented details of the Mitigation Plan, which was completed in-house, and the grant benefits to the County and cities within.

Chairman Bitner continued the discussion on the Garrison Diversion Conservancy District and the appeal process. Discussion was had. Motion by Comm. Schwab, 2nd by Comm. Bakken to proceed with filing an appeal regarding the County's petition to be removed from the Garrison Diversion Conservancy District being denied. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.***

No other business was had.

Meeting Adjourned.

7:53 PM

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Mark Splonskowski,
County Auditor

_____
Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
APRIL 20TH, 2026

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. Munson, 2nd by Comm. Bakken to approve the agenda adding an item before Other Business regarding the appointment of Election Inspectors. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the April 6th, 2026 meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County Residents Travis Jensen, Curtis Jundt, and Randy Koch spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Matthew Buchholz, Daniel & Claudette Job, Casey & Ronnell Kulish, Greenfield Commons LLC, Eric & Brenda Neutman, Robert & Deandra Hunter, Nicholas & Cheryl Kraft, Marilyn Klein, Justin Loy, Anthony & Rebecca Saxton, James Macpherson, Gregory & Christine Tishmack, Joyce Weishaar, Rochus Nagel, Mary Hultberg, Larry Giese, Janice Elhard, Carmen Fish, Richard Shearer, Leonard Mecham & Larena Tucker, Paul Hansen, Gerald & Chloe Rasmussen, Marilee Toman, Sharon Jensen abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Morton Township Chairman Daymon Mills presented a resolution requesting the return of local floodplain authority. County Planning Director Flannigan expressed concern that the resolution did not include an indemnification clause protecting the County if the Township later altered course or created issues that defaulted back to the County. State's Attorney Julie Lawyer indicated that an indemnification provision benefiting the County would be appropriate. Comm. Schwab made a motion to approve the separation but later withdrew the motion. Chair. Bitner deferred the matter so the Township could revise the resolution and return it at a later meeting.

Bravera Insurance Advisor Scott Faehnrich presented a review of the County's insurance structure discussing several potential improvements and concerns. Comm. Bakken discussed the role of the current

agent of record and the value of more active advocacy and regular reporting. Chair. Bitner stated that he has not received periodic insurance updates and wanted better communication and service. Faehnrich stated that changing the agent of record would not replace the North Dakota Insurance Reserve Fund as the carrier but would change the County's servicing representative. Motion by Comm. Woodcox, 2nd by Comm. Bakken to allow Chairman Bitner to abstain from the vote due to having his personal insurance through Bravera. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.*** Motion by Comm. Bakken, 2nd by Comm. Munson to switch to Bravera insurance and to assign the Treasurer's Office as the responsible party in the transition. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Head of the County Library Keli McDonald presented an annual update on the County Library and Bookmobile.

County Assistant Engineer Casey Einrem presented a request relating to a newly created master mechanic position within the Highway Department. He stated that after reviewing departmental needs, it was determined the best approach was to promote the current Shop Maintenance Worker III into the new Master Mechanic position. Motion by Comm. Bakken, 2nd by Comm. Schwab. to direct the Human Resource Director to make the required changes to the existing payroll system to change Mr. Obritsch's position from the Shop Maintenance Worker III to the Master Mechanic position (Grade 6, Step 12 to a Grade 7, Step 10) and to allocate funding from the Road and Bridge fund to cover such change. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Assistant Engineer Einrem requested authorization for the proper County officials to seek an engineering firm to perform construction engineering services for Moffit Road. He said the project is a mill and overlay project on Moffit Road with construction funded through an 80/20 federal/local split. Einrem stated that this project requires compliance with the Federal construction process, which the County is not currently certified to complete, and for that reason they want to use a consulting firm to perform that function. Motion by Comm. Bakken, 2nd by Comm. Schwab to authorize the County Auditor and the County Engineer to advertise to seek construction engineering service proposals for the SC-0848(004), PCN 25028, Moffit Road – ND Highway 1804 to US Highway 83 2" milling and 2" overlay and seal coat improvements (12.56 miles). Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Sheriff Kelly Leben presented the quarterly jail report for the Burleigh Mortan Detention Center.

Sheriff Leben presented a request to approve the amended 2025/2026 ND DOT Traffic Safety Grant. Motion by Comm. Munson, 2nd by Comm. Bakken to authorize the proper County officials to authorize the ND DOT Traffic Safety Grant amendment between the County and the State. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Sheriff Leben presented two related salary items concerning the jail nurse position at the Burleigh Mortan Detention Center. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the salary variance of the starting salary of the Jail Nurse LPN position at a Grade 7 Step 12 and to approve the variance to the current

salary for the Jail Nurse LPN position from a Grade 7 Step 11 to a Grade 7 Step 13. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Facilities Director Jacob Achtenberg presented a request to promote Dean Van Vleet and Mike Kruckenberg to Building Technician III. He stated that the classification is important to keep the maintenance team growing and progressing in the right direction, and that it would recognize a level of dedication, experience, and diagnostic skill that can only be developed over many years of service. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve both promotions. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented a request for approval for the CJB Subdivision in Painted Woods Township, described as a single lot subdivision containing approximately 5.46 acres, zoned agriculture and remaining agriculture. The Planning and Zoning Commission recommended approval on a 8-0 vote. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the CJB Subdivision Final Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a request for approval for the EAH Subdivision in Burnt Creek Township, described as a two lot subdivision containing 57 acres. The Planning and Zoning Commission recommended approval on a 8-0 vote. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the EAH Subdivision Final Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a variance request for 8716 Caraway Drive. He stated the owner is intending to build a 2,400 square-foot accessory building and requesting a reduction of the setback along Caraway Drive from 40 feet to 15 feet. The Planning and Zoning Commission recommended approval on a 8-0 vote. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the 15 foot setback variance. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Human Resources Director Pam Binder presented an update on the County's health insurance plan.

Human Resources Director Binder presented an update on employee data insights.

Commissioner Schwab started a discussion on the vote by the Garrison Diversion Conservancy District (GDCD) for the petition filed by the County to be removed from the district. He stated that the GDCD Board of Directors voted last Thursday and denied the County's request to be removed. County Resident Kevin Horneman spoke as a user of the irrigation provided by the McClusky Canal. Discussion was had.

Commissioner Schwab started a discussion on public notice requirements and that The Bismarck Tribune was reportedly laying off staff and limiting their print distribution days. Discussion was had.

Chairman Bitner started a continued discussion on the Off Highway Vehicle (OHV) ordinance and resolution. Assistant Engineer Einrem, Sheriff Leben, and State's Attorney Lawyer spoke on the subject. Discussion was had. Motion by Comm. Woodcox, 2nd by Comm Munson to remove the OHV ordinance and resolution

from the table. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.*** Motion by Comm. Munson, 2nd by Comm Bakken to deny the moratorium on OHVs in Resolution 00-2026-01. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. Chairman Bitner voted 'NAY'. ***Motion carried.*** Motion by Comm. Munson, 2nd by Comm. Bakken to remove all proposed amendments to Ordinance 23-1 relating to the operation of all terrain or off highway vehicles. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Chairman Bitner and Commissioner Schwab voted 'NAY'. ***Motion carried.*** Motion by Comm. Munson, 2nd by Comm. Bakken to add in Section 4, Number 3, restrict wheeled OHV operations in the road right of way from December 1st to May 1st with a fine of $750 for riding during that period. Comm. Munson amended his motion to set the dates to December 1st to May 15th, and Comm. Bakken amended his 2nd. The vote to approve the amendment was had. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Chairman Bitner and Commissioner Schwab voted 'NAY'. ***Motion carried.*** The vote to approve the amended motion was had. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Chairman Bitner and Commissioner Schwab voted 'NAY'. ***Motion carried.*** Motion by Comm. Munson, 2nd by Comm Bakken to amend section 8 of the County's current ordinance increasing violation penalties from $50 to $250 for the first offense, $500 for the second offense, and $750 for the third offense and every offense after the third and all fines to be distributed to the Highway department for repairs of the road right of ways. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Chairman Bitner and Commissioner Schwab voted 'NAY'. ***Motion carried.***

County Auditor Mark Splonskowski presented a request regarding Election Inspectors. Motion by Comm. Bakken, 2nd by Comm. Munson to appoint the selected Election Inspectors and to allow the Auditor & Elections Coordinator to select the Inspectors for the remaining open spots. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

In other Business:

- Comm. Schwab stated that documentation for meeting discussion needs to be in the agenda packet.

Meeting Adjourned.

8:40 PM

_____ _____

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
APRIL 6TH, 2026

5:00 PM

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

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the agenda adding an item to item twelve regarding a Provident Building change order. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the March 16, 2026 meeting minutes, the March 23rd & 26th, 2026 special meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the National Public Safety Telecommunications Week Proclamation for April 12th through the 18th. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County Residents Jim Koch and Curtis Jundt spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Mary Becker, Greenfield Commons LLC, William & Caroline Mertz, Terrance & Gail Mees, Richard & Stephanie Orr, Larry Giese, Loye Ashton & Rosalee Veen, Heather Housley, Lynn & Pam Henke, Karen Boelter, Gary & Madonna Wald, Edwin & Jeanette Kittler, Debra Weber Hawkley, Lynn & Pam Henke, Shirel Zillier, Pamela Murschel & Brenda Murschel, Rodney & Magdalene Matzke, Ronald & Judy Weigum, Khatchik & Tracy Kazandijan, Marshall & Marilyn Murdoch, John Baepple, Rodney & Magdalene Matzke, Lyla Lovdal, Berniece Thurn, Tony & Mary Hilzendeger, Alice M Wahl, Sherwin & Cathy Nelson, Dennis & Paula Duffield, Curtis & Judith Miller, Roger Kulackoski, Larry Rustand, Thomas Knudson, Gerald & Diann Johnson, Debra Larson, Nancy Fust, Larry Fransen, Michael Ulmen, Helen Fettig, William & Mary Wanner, Donnel Pechtl, Dana Clairmont AKA Dana Breiner, Paul & Nora Griffin, and Julie Plorin abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the public hearing on Special Assessment District (SAD) #78 Ponderosa Riverside Village.

- County Engineer Daniel Schriock spoke.
- County Residents Glenn Krow, Elaine Grasl, Cindee Jennens, Dan Olson, Kathy Weisz, and Jeff Sattler spoke.

Chairman Bitner closed the public hearing on SAD #78 Ponderosa Riverside Village. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve Special Assessment District #78 Ponderosa Riverside Village. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the public hearing on the off highway vehicle ordinance and resolution.

- County residents Jeff Sattler, Ken Presky, Pat Thompson, Earl Steidler, Dustin Krueger, Kay LaCoe, Curtis Jundt, Lanny Kenner spoke.
- County Sheriff Kelly Leben spoke.

Chairman Bitner closed the public hearing on the off highway vehicle ordinance and resolution. Motion by Comm. Munson, 2nd by Comm. Woodcox to increase the fine for off highway vehicle violations to $150 for the first offense, $250 for the second offense, and $500 for the third offense. Commissioners Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Bakken voted 'NAY'. ***Motion carried.*** Motion by Comm. Munson, 2nd by Comm. Woodcox to table the moratorium on the use and operation of off highway vehicles in resolution 2026-01. Commissioners Bakken, Munson, Schwab, and Woodcox voted 'AYE'. Chairman Bitner voted 'NAY'. ***Motion carried.*** Motion by Comm. Schwab, 2nd by Comm. Bakken to table the off highway vehicle ordinance. Commissioners Bakken, Schwab, and Chairman Bitner voted 'AYE'. Commissioners Munson and Woodcox voted 'NAY'. ***Motion carried.*** Discussion was had with input from State's Attorney Julie Lawyer.

County Engineer Daniel Schriock presented a developer waiver request. Motion by Comm. Schwab, 2nd by Comm. Munson to waive the Pavement Policy at this time only to allow the proposed plat, CJB Subdivision, to be approved and to not preclude the County/Township from requiring the property owner from sharing in the cost to construct and pave these roadways in the future. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a petition to vacate a roadway right of way. Motion by Comm. Munson, 2nd by Comm. Schwab to accept the petition to vacate said right of way in Ponderosa Riverside Village Replat and set the date of May 4th, 2026 at 5:00PM as the time and date for a public hearing to review the proposed vacation and ascertain any damages that are caused by this action. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented the bids for two new mower tractors. Motion by Comm Schwab, 2nd by Comm. Munson to accept the low bid of $399,725.82 from Acme Tools for two new 2026 Kubota M7-154K mower tractors. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented bids for the crushing of gravel. Motion by Comm. Schwab, 2nd by Comm. Munson to accept the low bid of $1,008,000.00 from Gravel Products, Inc. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented bids for project No.1003(26) for roadway striping. Motion by Comm. Schwab, 2nd by Comm. Munson to accept the low bid of $257,295.02 from Traffic Safety Services, Inc. for project No.1003(26) for roadway striping. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented bids for project No.1004(26) for seal coat. Motion by Comm. Munson, 2nd by Comm. Schwab to accept the low bid of $644,530.15 from Asphalt Preservation Company for Hay Creek Township, Burnt Creek Township, Lincoln Township, and County roadway seal coat projects. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented bids for projects No.BRC-0815(054) and BRJ-BRC-0008(037) local project No.0181 Apple Creek Bridge Replacement. Motion by Comm. Schwab, 2nd by Comm. Munson to accept the low bid of $1,608,714.40 from Central Specialties, Inc. for projects No.BRC-0815(054) and BRJ-BRC-0008(037) local project No.0181 Apple Creek Bridge Replacement. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented bids for project No.0188 for 71st Ave NE and Centennial Road microsurfacing. Motion by Comm Munson, 2nd by Comm. Schwab to accept the low bid of $1,167,979.79 from Northern Improvement Company for project No.0188 for 71st Ave NE and Centennial Road microsurfacing. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented bids for project No.0189 Morton Township graveling and culvert repair. Motion by Comm. Schwab, 2nd by Comm. Munson to accept the low bid of $690,494.50 from Central Specialties, Inc. for project No.0189 Morton Township graveling and culvert repair. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented bids for project No.0191 for Northridge Estates and project No.0192 for North Washington St. & 84th Ave NE microsurfacing. Motion by Comm. Munson, 2nd by Comm. to accept the low bid of $599,302.07 from Asphalt Surface Technologies for project No.0191 for Northridge Estates and project No.0192 for North Washington St. & 84th Ave NE microsurfacing. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented bids for project No.SFP-0001(26) Apple Creek Road Phase II. Motion by Comm. Schwab, 2nd by Comm. Munson to accept the low bid of $1,387,453.34 from Strata Corporation for project No.SFP-0001(26) Apple Creek Road Phase II. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request to approve the selection of Bartlett & West to perform engineering services for project No.BRC-0815(054) and BRJ-BRC-0008(037) the replacement of bridge 08-115-37.0 on

Apple Creek Road and removal of bridge 08-133-44.0 on 102nd Avenue SE. Motion by Comm. Munson, 2nd by Comm. Schwab to approve the selection of Bartlett & West to perform engineering services for project No.BRC-0815(054) and BRJ-BRC-0008(037) the replacement of bridge 08-115-37.0 on Apple Creek Road and removal of bridge 08-133-44.0 on 102nd Avenue SE. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request to approve the selection of Apex Engineering to perform preliminary engineering design services for the replacement of bridge 08-112-39.0 on Lincon Road. Motion by Comm. Schwab, 2nd by Comm. Munson to approve the selection of Apex Engineering for $398,978.00 to perform preliminary engineering design services for the replacement of bridge 08-112-39.0 on Lincon Road. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented a request to approve the All-American Subdivision Final Plat. Motion by Comm. Munson, 2nd by Comm. Schwab to approve the All-American Subdivision Final Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a request to approve the Apple Creek Ridge 2nd Subdivision. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the Apple Creek Ridge 2nd Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a request to approve the Aberle Park 5th Subdivision Final Plat. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Aberle Park 5th Subdivision Final Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a request to approve the Riverside 4th Subdivision Final Plat. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the Riverside 4th Subdivision Final Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a request to approve the Holly's Horses Subdivision. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Holly's Horses Subdivision. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a request to approve the Ansley Special Use Permit to construct a 3,000sq/ft accessory building. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Ansley Special Use Permit to construct a 3,000sq/ft accessory building. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Emergency Manager Mary Senger presented a request for the approval of fire emergency and burn restrictions tied to daily fire danger ratings. She stated all the local fire officials approved of the placement of the restrictions. Manager Senger stated that the restrictions included the use of off highway vehicles of road. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the fire emergency and burn restrictions. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Emergency Manager Senger presented a change order for the Provident Building remodel for fire blocking in mechanical rooms for $67,672. She stated that the money would come from the contingency fund while having to add $16,249.12. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the change order for fire blocking in mechanical rooms in the Provident Building. Commissioners Bakken, Woodcox, and Chairman Bitner voted 'AYE'. Commissioners Munson and Schwab voted 'NAY'. ***Motion carried.***

Chairman Bitner moved up the discussion on the North Dakota Game and Fish property purchase. Game and Fish Assistant Chief Levi Jacobson spoke regarding interest in purchasing fifty-five acres of wetlands from private land owners who offered to sell the property. Jacobson stated that notifying the County is part of the process. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the purchase and to send a letter of support stating that intent. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner stated that a decision was made to offer the position of County Administrator to Mary Senger who has accepted the position and will start in that role on April 12th, 2026. Motion by Comm. Woodcox, 2nd by Comm. Bakken to appoint Mary Senger as County Administrator and approve the salary agreed upon. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.***

Commissioner Schwab started a discussion on the Garrisson Diversion Conservancy District. Discussion was had. Motion by Comm. Bakken, 2nd by Comm. Munson to authorize a staff member to go the meeting of the Garrisson Diversion Conservancy District Board Meeting in which they vote the County's petition to be allowed to leave. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Comm. Bakken requested State's Attorney Lawyer investigate how long the Garisson Diversion Conservancy District has to make the decision.

County State's Attorney Julie Lawyer presented a Memorandum of Understanding with the City of Bismarck on Victim Witness Services. She stated the City of Bismarck has extra money due to a fee collected which would be used to pay the County for assistance with victim cases. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Memorandum of Understanding with the City of Bismarck for victim cases. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

State's Attorney Lawyer presented a request to accept the settlement in the opioid litigation. Motion by Comm. Munson, 2nd by Comm. Bakken to accept the settlement in the opioid litigation. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

In other Business:

- County Resident Curtis Jundt spoke.

Meeting Adjourned.

8:30 PM

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Mark Splonskowski, County Auditor	Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
COUNTY ADMINISTRATOR NEGOTIATIONS
MARCH 26TH, 2026

12:00 PM

Chairman Bitner called the special 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 Commissioner Munson 2nd by Commissioner Bakken to enter executive session under NDCC under NDCC Section 44-04-19.1(9) for Contract negotiation strategy discussion for a compensation package regarding hiring a County Administrator. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

The Commission entered Executive session at **12:02 PM**.

The Commission reconvened in open session at **12:45 PM**.

Motion by Comm. Bakken, 2nd by Comm Munson to approve consensus found during executive session. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Meeting Adjourned.

12:46 PM

_____ _____

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
COUNTY ADMINISTRATOR INTERVIEWS
MARCH 23RD, 2026

10:00 AM

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

Motion by Comm Woodcox, 2nd by Comm. Munson to approve the special use permits. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner started the interview of Human Resources Director Pam Binder for the position of County Administrator.

Chairman Bitner called for a recess at **10:50 AM**.

The Commission reconvened at **11:00 AM**.

Chairman Bitner started the interview of Emergency Manager Mary Senger for the position of County Administrator.

Motion by Commissioner Munson 2nd by Commissioner Bakken to enter executive session under NDCC under NDCC Section 44-04-19.1(9) for Contract negotiation strategy discussion for a compensation package regarding hiring a County Administrator. All members present voted "AYE" **Motion carried**.

The Commission entered Executive session at **11:40 AM**.

The Commission reconvened in open session at **12:21 PM**.

Motion by Comm. Bakken, 2nd by Comm Munson to approve consensus found during executive session. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Meeting Adjourned.

12:23 PM

_____	_____
Mark Splonskowski, County Auditor	Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
MARCH 16th, 2026

5:19 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. Munson, 2nd by Comm. Woodcox to approve the agenda with moving the discussion on the Garrison Diversion to after the Consent Agenda and the Public Hearing on the OHV Ordinance to the end of the meeting. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the March 2nd, 2026 meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County Residents Terry Fleck spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Theresa Ebertz, Jonel Linder, Lance Rambousek, Todd Bailey, Cory Cavett, Emmett & Doretta Taylor, Elk Ridge Addition Homeowners Assoc, Jaden Pettit-Schmidt, Larry & Deborah Ziegler, Kim Wagner, Anthony & Alvina Splonskowski, Michael & Robin Addington, Jackie, Wickum, Shirley Brandner, Bonnie Staiger, Shannon, Willoughby, & Darlene Forderer, Carol Yantzer, Kevin & Patricia Vannett, Melvin & Marilyn Sutheimer, Krislyn Ann Thompson, Carlotta Vetsch, Richard & Mimi Smith, Cynthia Ziman, Cynthia Bosworth, and Rande Follmer abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Schwab started a discussion on the Garrison Diversion Conservancy District (GDCD) and the upcoming GDCD Board Meeting to discuss Burleigh County's petition to be allowed out of the district. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve a written testimony composed by State's Attorney Julie Lawyer to represent Burleigh County. Commissioners Bakken, Schwab, and Chairman Bitner voted 'AYE'. Commissioners Munson and Woodcox voted 'NAY'. ***Motion carried.*** Motion by Comm. Woodcox, 2nd by Comm. Bakken to authorize Commissioner Schwab to represent the Burleigh County Commission at the upcoming Garrison Diversion Conservancy District Board Meeting. Commissioners Bakken, Schwab,

Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.*** County resident Curtis Jundt spoke on the subject.

Commissioner Bakken invited AgeWell Center Executive Director Renee Kipp to present information on the AgeWell Center located in Bismarck, ND.

Commissioner Woodcox started a discussion on the 250th Anniversary and Bismarck's 4th of July Celebration. He requested input from the Board regarding the funding of the County's participation. Motion by Comm. Bakken, 2nd by Comm. Woodcox to commit $35,000 to go toward the event. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Deputy Sherif Major Jim Hulm requested authorization from the Commission to accept the grant of $25,000 from the AmVets Post #9 for the Sheriff's drone program. Motion by Comm. Schwab, 2nd by Comm. Bakken to accept the $25,000 grant from AmVets Post #9. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Engineer Dan Schriock requested authorization to purchase two gravel trucks. Motion by Comm. Schwab, 2nd by Comm. Bakken to authorize the proper County Officials to accept and sign the purchase agreements from Ryder Vehicle Sales for a 2019 Freightliner Cascadia 125 VEH-861304 and a 2019 Freightliner Cascadia 125 VEH-864087 for a total purchase of $76,648.00 and process payment. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Munson presented the drafted Joint Powers Agreement between the City of Bismarck and Burleigh County regarding the planning and permitting authority at the Missouri Valley Complex. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Joint Powers Agreement between the City of Bismarck and the County less the County taking ownership of the water and sewer lines. Commissioners Bakken, Munson, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Schwab voted 'NAY'. ***Motion carried.***

Commissioner Munson presented the quotes for mowing at the Missouri Valley Complex. Motion by Comm. Munson, 2nd by Comm. Bakken to accept the low bid from Elite Lawn Care of $3,900 monthly or $19,500 seasonally. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner started a discussion on the proposed OHV Ordinance and Resolution and estimated enforcement costs and possible trail systems.

Chair Bitner opened the public hearing on the proposed OHV Ordinance and Resolution.

- County residents Nathan Jensen, Jeff Sattler, Kolton Reis, Lanny Kenner, Scott Simnitch, John Schmidt, Annette Caldwell, Calvin Aberle, Kay LaCoe, Travis Jensen, Josh Appert, Patrick Geiger, Luke Lengenfelder, Dale Berger, Tom Dutton, Dustin Krueger, Jesse Zander, Earl Steidler, Mike Kuhlmann, Doug Pearson, Dejay Berger, Cody Igoe, Tate Alfstad, Aaron Hermanson, Andrew

Iverson, Josh Vallely, Christine Berger, Kyle Olason, Valerie Jundt, Brad Fettig, and Jeremy Schauer spoke on the subject.

Chairman Bitner closed the public hearing.

The Commission resumed discussion on the OHV Ordinance and Resolution. State's Attorney Lawyer provided information on the process and the Home Rule Charter.

No other business was heard.

Meeting Adjourned.

9:09 PM

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Mark Splonskowski,
County Auditor

_____
Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
MARCH 2ND, 2026

5:00 PM

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

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

Motion by Comm. Munson, 2nd by Comm. Schwab to approve the agenda with adding a discussion regarding a potential OHV ordinance or resolution under item 14. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Schwab, 2nd by Comm. Munson to approve the February 17th, 2026 meeting minutes and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County Residents Jim Koch, Dennis Wetzel, and Curtis Jundt spoke.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Nichols & Alexis Faber, Thomas & Krystle Hansen, ND Long Term Care Assoc, Jared & Alison Sherven, Dorothy & Roger Thomas, Ryan Fettig, Thomas & Lori Leier, Central Station LLC, Bavendick Properties & Harley Swenson, Jeffrey Andahl, Christopher & Destiny Smith, Lavetta Fox, Arthur & Karla Whittey, Joyce Borgelt, Joel & Arlene Melarvie, Bernie Walery, Cary & Lori Allen, Viki Renken, Loann Fettig, Cynthia Welk abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

University of Mary Executive Vice President Jerome Richter presented a preliminary bond resolution for a $60,000,000 (Sixty-Million) Municipal Industrial Development Act (MIDA) bond for the University. Motion by Comm. Munson, 2nd by Comm. Bakken to schedule a public hearing for the MIDA bond on April 6th at 5:00PM in the Tom Baker Meeting Room at the next scheduled meeting. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Woodcox discussed the funding related to the 250th Anniversary 4th of July Celebration. Motion by Comm. Woodcox, 2nd by Comm. Bakken to take the $5,000 from both last year and this year's Community Involvement Fund along with $30,000 from the General Fund for a total of $40,000 for the 250th Anniversary. After discussion, the Comm. Woodcox rescinded his motion as well as Comm. Bakken rescinding his 2nd.

The consensus among the Commission was to move forward with the using the $40,000 from the County for the project and applying for a grant to offset the County's expense to assist with the project. Chairman Bitner requested this item be on the agenda for the next meeting.

County Sherrif Kelly Leban presented a request for a salary variance for the starting salary for the Jail Nurse – RN position. Motin by Comm. Munson, 2nd by Comm. Woodcox to authorize the proper County officials to authorize the variance to Burleigh County Policy Chapter 2 Section 10 – Starting Salary for the Jail Nurse – RN position. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flannagan requested the approval of the Kummer Ranch Subdivision Final Plat. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Kummer Ranch Subdivision Final Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Engineer Dan Schriock presented a request for the Commission to declare a Resolution of Necessity for the Poderosa Riverside Village Subdivision's special assessment district (SAD #78) and call for a public hearing. Motion by Comm Munson, 2nd by Comm. Bakken to approve the Resolution of Necessity for the Ponderosa Riverside Village Subdivision's special assessment district (SAD #78) and call for a public hearing on April 6th, 2026. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Auditor Mark Splonskowski presented an update on the 2026 Primary Election and Poll Worker recruitment. He said that the County already has 146 Election Volunteers and there are 260 to 280 that are needed.

Chairman Bitner presented a draft amendment to the County Public Comment Policy. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the draft amendment to the County Public Comment Policy. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner presented an update to the County Administrator position. Chair Bitner stated that there are five candidates for the position of which three are internal. He stated that they are going to assign an interview panel outside of Burleigh County employees to conduct interviews for the candidates. Discussion was had to have a non-voting member of the Commission sit in on the interviews. A consensus was had to move forward with the process.

Chairman Bitner started a discussion on the Off-Highway Vehicle (OHV) ordinance and resolution. Sherrif Leben presented a recap of a meeting he had with Commissioner Munson and several OHV dealers from the area on OHVs. The Commission directed the Sherrif to work with the North Dakota Parks & Recreation Department on a reimbursement program for adding enforcement for OHV safety. Chair Bitner read Ordinance Number 2601 which is an ordinance to amend and reenact ordinance 23-1 amended ordinance of Burleigh County, North Dakota relating to the operation of all terrain or off-road vehicles. He also read Resolution Number 0020260 which is a resolution of the Board of County Commissioners, Burleigh County, North Dakota, a moratorium on the use and operation of OHVs. Chair Bitner stated that the next step is to schedule a public hearing on the subject. Recreation Division Chief Tony Hillig with North Dakota Parks & Recreation spoke on the subject. County Residents Brian Fettig, Austin Dukart, Debbie Staloch, Valerie Jundt, Douglas Pearson, Lanny Kenner, Darin Schill, and Non-County Resident Steve Pletan. Chairman

Bitner stated that there will be a public hearing on the Off-Highway Vehicle Ordinance and Resolution at the next regularly scheduled Commission meeting.

No other business was heard.

Meeting Adjourned.

7:51 PM

_____ _____

Mark Splonskowski, Brian Bitner,
County Auditor Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
FEBRUARY 17th, 2026

5:18 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. Munson, 2nd by Comm. Bakken to approve the agenda. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the January 29th, 2026 special meeting minutes, the February 2nd, 2026 meeting minutes with the correction of removing the last sentence on the first page and the bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- County Residents Travis Jensen, Jim Cook, Curtis Jundt, Faron Kastner, David Fischer, and Ken Preskey.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Travis & Kylie Ktytor, Jean Jasper, Val & Jeanette Frank, Pete Kopp, Lenora Woehl, Caroline Ternes, Terry Howe, Kathryn Gentz, Wesley Becker, Curtis & Beverly Goehring, Tom & Lola Tomek, Donald & Faye Pavlicek, Norman Tibke, Tracy Smith, Margaret Mertz, Jeffery Lowe, and Elizabeth Swanson abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Funatix Events Owner/CEO John Bollinger presented an opportunity for the County to invest in the 250th Anniversary 4th of July celebration at the Community Bowl. He requested the County's participation and donation of $40,000 for this year's event. The Commission requested more information and that the topic be added to the agenda for the March 2nd, 2026 meeting.

County Engineer Dan Schriock presented a request for authorization to purchase two new pickups. Motion by Comm. Schwab, 2nd by Comm. Bakken to allow the proper County officials to accept and sign the vehicle quotes from Nelson Auto Center for a 2026 Ford F150 $47,272.96 Purchase Quote FW3l and a 2026 Dodge Ram 2500 $44,520.00 Purchase Quote DJ7L92 for a total purchase price of $91,792.96 and make necessary

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

Engineer Schriock presented a list of used surplus equipment which the Highway Department would like to sell. Motion by Comm. Bakken, 2nd by Comm. Woodcox to authorize County officials to work with Public Surplus in selling the used surplus equipment less a vehicle/equipment for the County parks maintenance. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request for authorization to advertise for bids for two new tractors. Motion by Comm. Schwab, 2nd by Comm. Bakken to authorize the County Auditor and the County Engineer to advertise for bids for two new mower tractors. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request for authorization to accept the Quote with Acme Equipment for one new Kubota Skid Steer and make proper payment arrangements. Motion by Comm. Munson, 2nd by Comm. Bakken to authorize the proper County officials to accept and sign the invoice from Acme Equipment for a 2026 Kubota Model SVL97-3HFCC Skid Steer Order Number 27067333 for a total purchase price of $81,259.22 and make the necessary payments. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request for approval of the 2026 Burleigh County Construction Program. Motion by Comm. Munson, 2nd by Comm. Bakken to adopt the 2026 Burleigh County Construction Program and authorize the Highway Department to allocate resources to design, acquire right of way, and construct the projects under the North Dakota Century Code and Burleigh County Policies. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request to authorize the Ponderosa Riverside Village Subdivision special assessment district. County Resident Susan Gerenz and Dan Stephenson spoke on the subject. Motion by Comm. Schwab, 2nd by Comm. Munson to require the proper County Officials to create, number the Ponderosa Riverside Village Subdivision's special assessment district, and direct the County Special Assessment Screening Committee to meet and review the petition. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Engineer Schriock presented a request to authorize the proper County officials to advertise bids for County projects. Motion by Comm. Munson, 2nd by Comm. Bakken to authorize the County Auditor and the County Engineer to advertise for bids for Project SFP-0001(26) Apple Creek Road Phase II, Project 0188 Mill & Overlay 71st Ave NE Centennial to Aleutian & Microsurface of 71st Ave NE & Centennial Road, Project 0189 Morton Township Graveling, Subgrade Repair, & Culverts, Project 0191 SAD: 77 Northridge Estates-Microsurface & Patching, and Project 0192 Microsurface of North Washington and 84th Ave NE. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Human Resources Director Pam Binder discussed the Finance/Treasurer Department Structure. Motion by Comm. Bakken, 2nd by Comm. Munson to appoint Deputy Finance Director/Interim-Treasurer

Taylor Schmidt as Interim-Finance Director. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Motion by Comm. Munson, 2nd by Comm. Bakken to advertise the Treasurer position internally for a week. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Motion by Comm. Bakken, 2nd by Comm. Munson to approve the advertising of an Accountant I or Accountant II position. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Motion by Comm. Bakken, 2nd by Comm. Schwab to approve both the accounting assistance and policies & procedures scopes for the accounting firm that will be assisting the Finance/Treasurer's Office to be completed this year. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. Commissioner Munson voted 'NAY'. ***Motion carried.***

Director Binder provided a follow up on the Highway Department.

County Auditor Mark Splonskowski presented two applications for the remaining auxiliary boards for appointment. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve Linda MacDonald and Randy Strom for appointment to the School Redistricting Committee. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Munson presented a discussion on the ability of the Missouri Valley Complex Committee to request assistance from County staff. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the use of County staff in assisting the Missouri Valley Complex. Commissioners Munson and Woodcox voted 'AYE'. Commissioners Bakken, Schwab, and Chairman Bitner voted 'NAY'. ***Motion denied.*** Motion by Comm. Bakken, 2nd by Comm. Munson to allow Munson to request help from County staff for Missouri Valley Complex Committee business. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. ***Motion carried.***

7:23 PM Chairman Bitner called a brief recess.

7:31 PM Chairman Bitner called the meeting back to order.

Chairman Bitner started a discussion on the Off Highway Vehicle Ordinance and opened the floor to public comment. County residents David Fischer, Josh Vallely, Sheila Zacher, Lori Reis, Annette Behm-Caldwell, Travis Jensen, Rick Fischer, Earl Steidler, Kolton Reis, Steve Smith, Jack Getz, Faron Kastner, Curtis Jundt, Jeremy Huizenga, Dan Reis, Myron Anton, and non-County resident Steve Pletan spoke on the subject. Chairman Bitner requested no action on the Off Highway Vehicle Ordinance tonight and requested it be placed on the next agenda for the March 2nd, 2026 meeting.

In other Business:

- Commissioner Schwab reminded the residents of the County to sign up for the Primary Residence Credit for next year.
- Commissioner Schwab inquired as to other Commissioners attending the Garrison Diversion Conservancy District's public hearing on the County's petition to be removed from the district.

Meeting Adjourned.

9:15 PM

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Mark Splonskowski,
County Auditor

_____
Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
FEBRUARY 2nd, 2026

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

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

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the agenda with adding 12b under Commissioner Schwab for an NDSU Extension position and adding a raffle permit for UTTC to the Consent Agenda. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the January 7th, 2026 special meeting minutes, the January 20th, 2026 meeting minutes, and bills. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Margaret Schempp, Wayne & Gladys Trottier, Joseph & Shyla Wesson, Gene & Dianna Hysjulien, Jessica Lawler, Connie Trauger, Steven Andrews, Ronald Farrell, Marilyn Zins, Craig Gaube, Daniel & Laura Murphy, Susan Weaver, Kathleen Mills, Ryan Sabin, Edward & Janelle Brunner, Preston Johnson, Bismarck Cancer Center, Roxanne & Tomas Reis, Nicole & Shawn Heck, Destiny Smith, Bis-Man Chamber of Commerce, Debra Orley, Mary Elizabeth Stevens & Alonse Laurore, Jeffery & Loretta Conlon, Janice Briese, Mary Munder, Shelly Geiszler, John & Joann Baker, Blair & Amy Boisjolie, William & Susan Ann Ternes abatements and the rest of the consent agenda in its entirety. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Bismarck Mandan Chamber EDC President/CEO Brenda Nagel presented an update on the Chamber of Commerce.

Chairman Bitner started a discussion on off highway vehicles. County residents Doug Pearson, Brian Fettig, and Jerri Hopfauf spoke on the subject. Sheriff Kelly Leben, County Engineer Dan Schroick, and State's Attorney Julie Lawyer provided insight on the subject.

County Planning Director Mitch Flannagan presented an amendment to Article 21 (Floodplain Regulations). Motion by Comm. Munson, 2nd by Comm. Schwab to approve the amendment to Article 21. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Auditor Mark Splonskowski presented a Joint Powers Agreement which was to be between Burleigh County and Wilton Public School District to execute elections on their behalf. The arrangement was canceled with no further action needed.

Commissioner Munson presented an agreement for the management of the Community Gardens at the Missouri Valley Complex with Bismarck Parks & Recreation. Comm. Munson stated his goal was to eventually have the 4H Council take care of the gardens. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the agreement between the County and Bismarck Parks & Recreation for the management of the Community Gardens at the Missouri Valley Complex for 2026. Commissioners Bakken, Munson, and Woodcox voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. ***Motion carried.***

Commissioner Schwab presented information regarding the Garrisson Diversion Conservancy District.

Commissioner Schwab requested the Board approve a new position with the NDSU Extension Office. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the addition of the position of ANR Extension Agent with the NDSU Extension Office. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

In other Business:

- Commissioner Woodcox presented information on the 250th Anniversary Mural for the Provident building and said that the project has run into financial problems. Motion by Comm. Bakken, 2nd by Comm. Munson to cease progress on the mural and request the return of any unexpended funds as well as look into other opportunities to celebrate the 250th Anniversary with the State and City of Bismarck. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***
- Commissioner Schwab requested information from Auditor Splonskowski on the deadline for action from the Garrison Diversion Conservancy District (GDCD) upon receiving the County's petition to get out. Auditor Splonskowski stated that the GDCD has sixty days to respond.
- Commissioner Schwab reminded the residents of the County to sign up for the Primary Residence Credit for next year.
- Commissioner Bakken inquired as to the status of the Missouri Valley Complex and the new planning and zoning agreement with the City of Bismarck regarding how the property will be managed going forward. Engineer Schriock stated that the agreement was currently in the works.

Meeting Adjourned.

6:39 PM

_____	_____
Mark Splonskowski, County Auditor	Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
DISCUSSION OF VARIOUS DEPARTMENTS
JANUARY 29TH, 2026

12:00 PM

Chairman Bitner called the special 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.

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Chairman Bitner started a discussion about the Finance Director and Deputy Finance Director positions. Human Resources Director Pam Binder said a job offer had been made to one Treasurer candidate and that person declined. She also stated that there were no suitable candidates that applied for the Finance Director position. Director Binder stated that she had discussed the possibility of a past County Finance Director stepping into assist and Chair Bitner had said he received a phone call from a retired CPA that would be interested in assisting as well. Director Binder said that we have received some interest in the RFP for accounting services from several accounting firms. Deputy Finance Director/Interim-Treasurer Schmidt spoke noting the Treasurer's Office is still short a couple people and deadlines are still being met. Chair Bitner requested Director Binder reach out to the CPA who had contacted him. By consensus the Commission decided to move forward with Former Finance Director Clyde Thompson, the other CPA, and the CPA firm to assist with year end work, training employees, and setting policies and procedures. The Commission requested Director Binder look into the salaries for the Finance Department.

Discussion was had on the County pay scales. Director Binder stated she would continue doing research on the topic.

Chairman Bitner started a discussion on the Veterans Services Office (VSO). Comm. Munson stated that he was not ready for the job of Deputy Veterans Services Officer to be opened yet and that he still had to review the VSO with the new Veterans Services Officer before moving forward. Veterans Services Officer Chris Berglund spoke on the subject. Discussion was had. Consensus amongst the Board was for Comm. Munson to work with Berglund and Director Binder to determine the needs of the Veterans Services Office and the path forward.

Chairman Bitner started a discussion on the County Administrator position. Director Binder and Sheriff Leben spoke on the subject. Discussion was had.

Chairman Bitner started a discussion on the County Engineer Position. He stated that the two in-house candidates scored equally in their interview. Senior County Engineer Casey Einrem and Dan Schriock spoke on the subject. Discussion was had. Motion by Comm. Woodcox, 2nd by Comm. Bakken to appoint Dan Schiock to the position of County Engineer. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner started a discussion on the stipend for Emergency Management Director Mary Senger who is also serving as the Project Manager for the Provident Building remodel. Motion by Comm. Munson, 2nd by Comm. Bakken to provide Director Mary Senger a stipend of $9,000 for the work done from June through December in 2025 and a grade increase until the completion of the remodel. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Meeting Adjourned.

1:24 PM

_____ _____

Mark Splonskowski, Brian Bitner,
County Auditor Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JANUARY 20th, 2026

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

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

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

Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the agenda with changing item 15a & 15b, as discussion on those are included under 10b, to a discussion on the Garrison Diversion Conservancy District. Chair Bitner also requested to be recused on the abatements as he is listed as one of the applicants. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the January 5th, 2026 meeting minutes and bills. Commissioners Bakken, 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.

Due to an Abatement for Chairman Bitner, the gavel was passed to Vice-Chairman Bakken as Chairman Bitner was abstaining from the vote for approval on abatements. Motion by Chair Bitner, 2nd by Comm. Woodcox to approve items 'b', 'c', and 'd' (special events permits, check replacement, and social media policy) on the consent agenda. Commissioners Bitner, Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.*** Motion by Comm. Woodcox, 2nd by Comm. Schwab to approve item 'a' of the consent agenda which was the Brian Bitner, Christopher & Sara Ernst, Debbie Opp, Janice Wheeler, Mark Gierke, Robert Bolinske, Barbara Klein, Furman Wison, Sammy Wassim, Karen Koster, Dan Houfek, Clementine Boehm, Verdeen Bender, Randy Watson, Kay Evenson, Dorene Rambur, Barbara Brotton, Sandra Graf, Paula & Stephen Schilling, Marvin & Louise Bickel, and Djuro & Milka Pavlovic abatements. Commissioners Schwab, Woodcox, and Vice-Chairman Bakken voted 'AYE'. ***Motion carried.*** The meeting was passed back to Chairman Bitner.

Chairman Bitner continued a discussion on the Public Administrator. Guardian and Protective Services Executive Director Scott Bernstein and North Dakota Association of Counties Executive Director Aaron Birst provided information on the discussion. County State's Attorney Julie Lawyer provided some insights on the topic. The Commission made no decision at this time and requested more information from State's Attorney Lawyer.

Senior Assistant County Engineer Casey Einrem presented a request to seek an engineering firm to perform construction engineering services. Motion by Comm. Bakken, 2nd by Comm. Schwab to authorize the County Auditor and the County Engineer to advertise to seek construction engineering services proposals for the Removal of Existing Structure 08-115-37.0 – Apple Creek Road: ½ mile East of 80th Street SE, New Structure No. 08-115-37.1 – Apple Creek Road: ½ mile East of 80th Street SE and Removal of Existing Structure No. 8-133-44.0 – 102nd Avenue SE: ½ mile East of US Highway 83 project. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Senior Assistant Engineer Einrem presented a request to seek an engineering firm to perform design services. Motion by Comm. Bakken, 2nd by Comm. Woodcox to authorize the County Auditor and the County Engineer to advertise to seek engineering design service proposals for the reconstruction of Bridge 08-112-39.0. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan continued the discussion on the Huez Final Subdivision. States Attorney Lawyer stated that the County Commission does not get involved in restrictive covenants. Discussion of updating the application forms to include a question on whether there are restrictive covenants was had. Legacy Law Firm Attorney Dan Anderson representing Mariners, the developer, spoke on the Huez Subdivision and legal complications regarding it. Anderson stated that if the owners of the Huez Final Subdivision were to extend the covenants to the entirety of the new subdivision, there wouldn't be any issue. Cory Huez, one of the Huez Final Subdivision owners, spoke on the subject. State's Attorney Lawyer stated that the first step would be to vacate the plat, by approval of all the landowners in the development, and then accepting or approving a new plat with the three lots. She said if there is a road included in the vacation, the decision to vacate the road would be up to the Commission. Chairman Bitner informed Cory Huez that to progress he had to get all the owners of the subdivision to sign off on vacating the lot in question and if and when that was accomplished this item would be back on the agenda. Motion by Comm. Bakken, 2nd by Comm. Woodcox to table this item and continue it on the next regularly scheduled Commission meeting unless the County hears otherwise. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Chairman Bitner discussed the County Engineer and Treasurer positions with County Human Director Pam Binder and directed the topics be placed on the next regularly scheduled Commission meeting.

County Human Director Pam Binder presented the job description for the County Administrator. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the draft of the County Administrator job description. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Discussion was had regarding moving forward with hiring for the position. Commissioner Bakken stated that the County Administrator is part of the bigger picture and future of how the County works that needs to be discussed and recommends a special meeting for discussion. Chair Bitner stated that a discussion needs to be had on a stipend for the Project Manager for the Provident Building for the work that is required. The Commission decided to have a special meeting to discuss the County Treasurer, Engineer, Finance Director, Deputy Finance Director & Administrator, an additional position in the Veteran Services Office, and a stiped for the Project Manager for the Provident Building. Discussion was had on scheduling the meeting with no decision being made.

Human Resources Director Binder presented the Request for Proposals for the hiring of an accounting firm to assist with County accounting. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the Request for Proposal. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Emergency Manager Mary Sanger presented updates regarding the Provident Building elevators, roof replacement, and Verizon tower lease. Motion by Comm. Bakken, 2nd by Comm. Woodcox to remove the cosmetic change from the current remodel and use the credit ($96,414.92) toward modernization in 2027 (included in 2026 budget with anticipated project cost estimate of $500,000 with Request for Proposal requirements). Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Motion by Comm. Bakken, 2nd by Comm. Woodcox to notify Verizon of lease termination prior to October 31st. 2027. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Motion by Comm. Bakken, 2nd by Comm. Schwab to include the roof replacement in the 2026 budget process for replacement in 2027, coordinate the removal of the tower and equipment with Verizon, and potentially utilize Verizon restoration monies towards roof replacement. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** Commissioner Woodcox provided some additional information on the application of the 250th anniversary mural to be placed on the Provident Building.

County Sheriff Kelly Leben provided a report of the Detention Center.

County Deputy Finance Director/Interim Treasurer Taylor Schmidt informed the Commission on specials placed on County properties and requested input on what accounts to pay them from. Schmidt stated that there were six different parcels that had specials applied in 2025 for a total of $171,000. Motion by Comm. Bakken, 2nd by Comm. Woodcox to pay off the specials out from the Missouri Valley Complex Fund and the General Fund. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Auditor Mark Splonskowski requested appointments for the remaining auxiliary board positions. Motion by Comm. Woodcox, 2nd by Comm. Bakken to appoint Brian Mager to the Burleigh County Water Resource District. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** The Commission requested more applications for the School Re-Organization Board which has not received any.

Chairman Bitner started a discussion on the Garrison Diversion Conservancy Diversion (GDCD). Discussion was had. Deputy Finance Director/Interim Treasurer Schmidt provided information on the current payments that have been made to the GDCD. In response to a question from Comm. Schwab, State's Attorney Lawyer stated that the County was required by law to send the GDCD their portion of the taxes collected on their behalf and that the County could not hold those payments. No decisions were made.

In other Business:

- Discussion was had on the 250th Anniversary Mural and the construction progress on the Provident Building.

Meeting Adjourned.

7:24 PM

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Mark Splonskowski, County Auditor	Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
HIGHWAY DEPARTMENT VEHICLE PURCHASE
JANUARY 7TH, 2026

3:00 PM

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

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

Chairman Bitner opened the meeting to public comment.

- No comment was heard.

Chairman Bitner closed the public comment segment.

Senior Assistant County Engineer Dan Schriock requested the authorization to purchase three used trucks from Ryder Vehicle Sales for $110,302.00. Discussion on the delivery of the trucks was had with the decision being made to have them delivered versus Highway staff picking them up and driving them back from across the Country. Motion by Comm. Bakken, 2nd by Comm. Schwab to allow the proper County officials to accept and sign the purchase agreements from Ryder Vehicle Sales for a 2019 Freightliner Cascadia 125 $41,083.00 Purchase Agreement No.44109303, 2019 Freightliner Cascadia 125 $39,772.00 Purchase Agreement No.869622047, and a 2017 Freightliner Cascadia 125 $29,447.00 Purchase Agreement No.936675756 for a total purchase of $110,302.00 and make necessary payments. Commissioners Bakken, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Schwab requested a discussion on the Highway purchase policy be added to the next regular meeting agenda.

Chairman Bitner requested a discussion on a Request for Proposals for Accounting Services be added to the next regular meeting agenda.

Meeting Adjourned.

3:08 PM

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Mark Splonskowski,
County Auditor

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Brian Bitner,
Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JANUARY 5th, 2026

5:22 PM

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

Commissioner Bitner started the reorganization of the board and assignment of portfolios. County Auditor Mark Splonskowski held the election of the Commission Chairman. Comm. Bakken nominated Comm. Bitner for Chairman and Comm. Schwab seconded it. Comm. Woodcox nominated Comm. Munson for Chairman and Comm. Munson seconded it. Splonskowski called for a vote for Commissioner Bitner for Chairman with Commissioners Bakken, Bitner, and Schwab voting 'AYE'. Commissioners Munson and Woodcox voted 'NAY'. Splonskowski called for a vote for Commissioner Munson for Chairman with Commissioners Munson and Woodcox voting 'AYE'. Commissioners Bakken, Bitner, and Schwab voted 'Nay'. ***As a result of the votes, Splonskowski called Commissioner Bitner as the Chairman for 2026.*** Splonskowski held the election of the Commission Vice Chairman. Comm. Bakken nominated Comm. Munson for Vice-Chairman and Comm. Woodcox seconded it. Chair Bitner nominated Comm. Bakken for Vice-Chairman and Comm. Schwab seconded it. Comm. Bakken nominated Comm. Woodcox for Vice-Chairman and Comm. Munson seconded it. Splonskowski called for a vote for Commissioner Munson for Vice-Chairman with Commissioners Munson and Woodcox voting 'AYE'. Commissioners Bakken, Schwab, and Chairman Bitner voted 'NAY'. Splonskowski called for a vote for Commissioner Bakken for Vice-Chairman with Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voting 'AYE'. Splonskowski called for a vote for Commissioner Woodcox as Vice-Chairman with Commissioners Munson and Bakken voting 'AYE'. Commissioners Schwab, Woodcox, and Chairman Bitner voted 'NAY'. ***As a result of the votes, Splonskowski called Commissioner Bakken as the Vice-Chairman for 2026.***

Chairman Bitner started a discussion on the portfolio assignments for 2026. All portfolios will stay the same with the one adjustment of Comm. Bakken adding the Metropolitan Planning Organization from Comm. Schwab.

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the agenda with adding an item under County Highway Department on LGO Trust paving waver for discussion. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the December 15th, 2025 meeting minutes, with a change of the start time to 5:18 and the time Chair Bitner's phone call ended regarding the Attorney General's Opinion to 2:35, and bills pending Deputy Finance Director/Interim Treasurer Taylor Schmidt's approval. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the Peter & Dennae Swenson, Paulette Jacobsen Revoc Lvg Trust, Kenneth & Cindy Connell, Hayley Gloria Heupel, Byron & Bernice Knutson, Arlon & Linda Voge, Janet Pinks & Dennis Doll, Gary & Natalie Nagel, Marleen Anderson, William Miller, Karen Baumgartner, Ella Mae Sayler, Elizabeth Weiss, Donald Gross, Sinderella Meadows, Peggy Ann Freije-Ray abatements and the consent agenda in its entirety less item D and E which were pulled for discussion. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Bakken brought up items D and E and added allowing the County Auditor to assist in receipting taxes to help the Treasurer's Office. Motion by Comm. Bakken, 2nd by Comm. Munson to approve item D and E and to allow County Auditor Mark Splonskowski to assist the Treasurer's Office in receipting taxes. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Senior Assistant County Engineer Dan Schriock presented a request for authorization to advertise for bids for painted pavement markings, crushing of gravel, Township gravel hauling, dust control, and chip seal projects. Motion by Comm. Bakken, 2nd by Comm. Munson to authorize the County Auditor and the County Engineer to advertise for bids for painted pavement markings, crushing of gravel, Township gravel hauling, dust control, and chip seal projects. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Senior Assistant Engineer Schriock presented a request to accept the platted Right of Way in the Ridge Third Addition Subdivision. Motion by Comm. Bakken, 2nd by Comm. Munson to accept the Right of Way shown on the Ridge Third Addition Subdivision Plat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Senior Assistant Engineer Schriock presented a request from a developer for a waiving of the pavement policy. Motion by Comm. Bakken, 2nd by Comm. Schwab to waive the Pavement Policy for Patrick and Gail Lengenfelder (Kummer Ranch Subdivision) at this time 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 future cost to construct and pave these roadways (that benefit this property) in the future. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Senior Assistant Engineer Schriock presented a request from a developer for a waiving of the pavement policy. Motion by Comm. Bakken, 2nd by Comm. Woodcox to waive the Pavement Policy for LGO Trust in Burnt Creek Township at this time 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 future cost to construct and pave these roadways (that benefit this property) in the future. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Planning Director Mitch Flanagan presented a request by Larry Labere for a building permit for an accessory building on a lot which does not contain a principle residential structure. Flanagan stated that the builder was advised to combine the 2 lots into a one lot subdivision to build. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Spring Coulee Subdivision Replat. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented request by ILS Surveying to combine three lots to create a new one lot subdivision: the Huez Subdivision Final Plat. Attorney Dan Anderson representing Mariners, the developer, and spoke on the Huez Subdivision and legal complications regarding it. State's Attorney Julie Lawyer told Anderson to provide the documentation to her and recommended this topic be moved to the next meeting to allow time to review and issue an opinion. County resident Amber Huez spoke for the Huez Subdivision. Motion by Comm. Munson, 2nd by Comm. Bakken to table this until the next regularly scheduled meeting. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Planning Director Flanagan presented a request to obtain a service contract for legal assistance and interpretation of legal issues regarding Burleigh County. Proposals were provided from Lawrence King and Brian Schmidt. Motion by Comm. Bakken, 2nd by Comm. Munson to approve both the King Law PC and the Smith Porsborg proposals. State's Attorney Lawyer stated that the representing law firms need to be appointed as Special Assistant State's Attorneys to do County work. Comm. Munson and Comm. Bakken amended their motion and second to include the State's Attorney's request that they be appointed. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

County Human Resources Director gave a presentation on the open positions with the County and data insights for 2025. In lieu of receiving no qualified candidates for the Finance Director position, Chairman Bitner recommended the County do a Request For Proposal (RFP) for CPA accounting services for the year-end financials, the audit, etc. Motion by Comm. Bakken, 2nd by Comm. Munson to put out an RFP for retaining a CPA firm for a year. Commissioners Bakken, Munson, Schwab, and Chairman Bitner voted 'AYE'. Commissioner Woodcox voted 'NAY'. ***Motion carried.*** Discussion was had regarding the Finance Director and Treasurer positions. Motion by Comm. Munson, 2nd by Comm. Bakken to hire a contract employee to fill in the Finance Director position without the CPA designation. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.*** The Commission requested a discussion on the County Administrator position be added to the next regular Commission meeting agenda. Binder continued by reviewing employment statistics for 2025.

County Auditor Mark Splonskowski provided clarification on the meeting start times for the minutes from December 15th, 2025. Motion by Comm. Bakken, 2nd by Comm. Munson to leave the start time of the December 15th, 2025 meeting minutes at 5:00PM. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Auditor Splonskowski presented the leases between the City of Bismarck and the County for the space used by the County in the City/County building and the space used by the City of Bismarck in the County Courthouse. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the lease between the County and the City of Bismarck for the 1st floor of the City/County building and space at the County Courthouse. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Auditor Splonskowski continued the discussion on auxiliary board applications. Commissioner Woodcox requested waiting on appointments for the School Redistricting Board and Water Resource District. Motion

by Comm. Schwab, 2nd by Comm. Bakken to appoint Travis Jensen to the Special Assessments Board. Commissioners Bakken, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

In other Business:

- Chairman Bitner referenced a letter he had received from County Deputy Finance Director/Interim Treasurer Taylor Schmidt on the appointment of a Public Administrator for the County and the State Office of Management & Budget now covering that role. Chair Bitner requested the Commission invite Guardian & Protective Services Executive Director Scott Bernstein, North Dakota Association of Counties Executive Director Aaron Birst, and possibly a representative from the State of North Dakota Office of Management & Budget to discuss the topic on the agenda for the next regularly scheduled meeting.
- Discussion was had on the 250th Anniversary Mural and the construction progress on the Provident Building.

Meeting Adjourned.

7:12 PM

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Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman