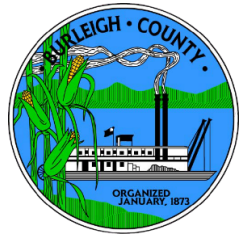




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



Burleigh County Commission Meeting Agenda

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

Attend in Person | Replay later from freetv.org |
[Stream on Dakota Media Access Facebook Live](#)

January 20th, 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 January 5th, 2026 *meeting* minutes and bills. (Pg.3-6)
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
6. Consent Agenda: (Pg.8-14)
 - a. Abatements
 - b. Special event permits
 - c. Check replacement
 - d. Social Media Policy
7. Commission Continued Items:
 - a. Public Administrator discussion
8. Senior Assistant County Engineer Casey Einrem:
 - a. Apple Creed Road bridge (Pg.16-18)
 - b. Lincoln Road bridge (Pg.19-21)
9. County Planning Director Flanagan:
 - a. Huez Final Subdivision (Pg.23-25)
10. HR Director Binder: (Pg.27-53)
 - a. County Administrator position discussion
 - b. Accounting RFP
11. Emergency Manager Senger:
 - a. Provident building items (Pg.55)

12. County Sheriff Leben:
 - a. Detention Center Report (*Pg.57*)
13. Interim Treasurer/Deputy Finance Director Schmidt:
 - a. Taxes and specials on County properties (*Pg.59-64*)
14. County Auditor Splonskowski:
 - a. Auxiliary board applications
15. Chairman Bitner
 - a. Update purchase policy for Highway Department
 - b. RFP accounting services (Policy)
16. Other Business.
17. Adjourn.

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

Mark Splonskowski
Burleigh County Auditor

**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 & Denna 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 Saylor, 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

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

PUBLIC COMMENT

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

Abate #	Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
25-505	Brian Bitner	2024	SW1/4SW1/4 & Lots 1 & 2, Block 2, Apple Meadows 3rd less R/W, Aud Lot B, Section 4, Apple Creek Township	60% Disabled Veteran	\$424,900	\$316,900
25-512	Christopher & Sara Ernst	2024	Lot 3, Block 1, Pine Meadows	Adj property value for 2025	\$721,500	\$682,200
25-572	Debbie Opp	2025	L13, Blk 7, Replat of Calkins	50% Homestead Credit	\$227,500	\$127,500
26-001	Janice Wheeler	2025	L1, Blk 4, Nagel's 5th	100% Homestead Credit	\$310,100	\$110,100
26-002	Mark Gierke	2025	L16, Blk 17, S & W 3rd	100% Homestead Credit	\$240,100	\$40,100
26-003	Robert Bolinske	2024	L2, Blk 1, Gemuenden 1st	100% Homestead Credit	\$86,800	\$0
26-004	Barbara Klein	2024	L13, Blk 18, Casey's 3rd	100% Homestead Credit	\$297,000	\$97,000
26-005	Barbara Klein	2025	L13, Blk 18, Casey's 3rd	100% Homestead Credit	\$299,300	\$99,300
26-006	Furman Wison	2025	Unit 8, Homan Acres Condo, L26-27, Blk 12, Replat Homan Acres	100% Homestead Credit	\$112,600	\$0
26-011	Sammy Wassim	2024	E51.5' of N1/2 of Aud Lot 27, Blk 27, Park Hill (Aud Lots)	50% Homestead Credit	\$216,100	\$116,100
26-012	Karen Koster	2025	L24A, Blk 17, Sonnet Heights Subdiv	50% Homestead Credit	\$277,400	\$177,400
26-013	Dan Houfek	2025	L15, Blk 2, Sonnet Heights Subdiv 2nd Replat	50% Homestead Credit	\$283,500	\$183,500
26-017	Clementine Boehm	2025	L2, Blk 3, Parkview	100% Homestead Credit	\$248,700	\$48,700
26-018	Verdeen Bender	2024	E1/2 of L5 aka Unit V, Blk 29, Stein's 4th	100% Homestead Credit	\$234,300	\$34,300
26-019	Verdeen Bender	2025	E1/2 of L5 aka Unit V, Blk 29, Stein's 4th	50% Homestead Credit	\$250,900	\$150,900

			Unit 5 of Bldg 2, Hay Creek Condos, L2-4 less S179.10' & L5-7, Blk 2, East Hills Addn			
26-020	Randy Watson	2025	Replat	100% Homestead Credit	\$254,900	\$54,900
			NE1/4SW1/4 less W70'; N70' of NW1/4SW1/4; N70' of W70' of			
26-023	Kay Evenson	2025	NE1/4SW1/4	100% Homestead Credit	\$416,700	\$216,700
			L12 & N18' of L13, Blk 45, Flannery &			
26-024	Dorene Rambur	2025	Wetherby	100% Homestead Credit	\$190,100	\$0
26-025	Barbara Brotton	2025	L6, Blk 18, Southwood Terrace 2nd Rep	100% Homestead Credit	\$301,500	\$101,500
26-029	Sandra Graf	2025	L7, Blk 1, Sunset	50% Homestead Credit	\$228,500	\$128,500
			Unit 25, Knollwood Condo Central Assoc, Tract 1 & undiv int in L31 common area,			
26-030	Paula & Stephen Schilling	2024	Blk 1, Replat North Hills 4th	50% Homestead Credit	\$237,900	\$137,900
			Unit 25, Knollwood Condo Central Assoc, Tract 1 & undiv int in L31 common area,			
26-031	Paula & Stephen Schilling	2025	Blk 1, Replat North Hills 4th	50% Homestead Credit	\$255,800	\$155,800
			Unit 2921, Century Village 2 TownhomesL4 & S47.95' L3 & W3.48' L5-6 less N104.05'			
26-033	Marvin & Louise Bickel	2025	L6, Blk 1, North Hills 6th	50% Homestead Credit	\$233,100	\$133,100
26-034	Djuro & Milka Pavlovic	2024	All L9 & E23' of L10, Blk 1, Marian Park 2nd	100% Homestead Credit	\$266,600	\$66,600
26-035	Djuro & Milka Pavlovic	2025	All L9 & E23' of L10, Blk 1, Marian Park 2nd	100% Homestead Credit	\$267,700	\$67,700



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

Permit Number
26-001

Permit Type (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games Authorized

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

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

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

ORGANIZATION INFO

Name of Organization or Group United Tribes Technical College		Dates Authorized (Read Instruction 2) 01/29/2026	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Mailing Address 3315 University Drive	City Bismarck	State ND	ZIP Code 58504

SITE INFO

Site Name United Tribes Technical College		County Burleigh	
Site Address 3315 University Dr	City Bismarck	State ND	ZIP Code 58504
If the city or county is placing restrictions on the permit, please explain			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) 01/29/2026 - bingo and raffle - 1 time event			

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

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

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

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

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

- (1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.
(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

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

CITY OR COUNTY CONTACT PERSON

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

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



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

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

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

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

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

ORGANIZATION INFO

Name of Organization or Group United Tribes Technical College		Dates of Activity (Does not include dates for the sales of tickets) 1/29/2026	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Business Address 3315 University Drive	City Bismarck	State ND	ZIP Code 58501
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name United Tribes Technical College		County Burleigh	
Site Physical Address 3315 University Drive	City Bismarck	State ND	ZIP Code 58504
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Basketball games on January 29, 2026 at 5:30pm and 7:30pm.			

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

Game Type	Description of Prize	Exact Retail Value of Prize
BINGO	Cash Prize	200.00
Raffle	Cash Prize	100.00
Total (limit \$50,000 per year)		\$ 300.00

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer [REDACTED]	Telephone Number [REDACTED]	E-mail Address [REDACTED]
Signature of Organization Group's Permit Organizer [REDACTED]	Title SWK Instructor	Date 1/14/2026

All Items required for this Permit have been met.

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

BURLEIGH COUNTY CHECK REPLACEMENT

(4-17)

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

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

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

NAME AND ADDRESS OF PAYEE:

MARLYS GEINERT

04/25/2025

8078 60TH ST S

132756

COTTAGE GROVE, MN 55016

Check Date:

Original Check #:

Check Amount:

\$872.66

AFFIDAVIT AND AGREEMENT

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

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

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

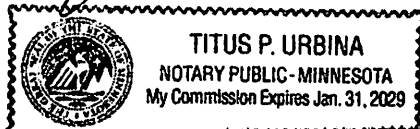
Subscribed and sworn to before me on

Marlys Geinert

Signature of Payee

Notary Public - County of Washington

My Commission Expires 01/31/2029



(Seal)

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

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

Burleigh County Treasurer

Date

Social Media Policy

Developed to utilize on Burleigh County social media sites to monitor bots and/or users posting irrelevant topics/spam. Reviewed and approved by States Attorney and Human Resources and complements our current “Electronic Communication Devices and Internet Usage Policy”.

Request: Approval of Social Media Policy.

Burleigh County Social Media Policy

Burleigh County uses social media to inform and engage the public. We welcome respectful dialogue but may moderate content to maintain a productive forum. All moderation is conducted in a viewpoint-neutral manner.

- This page is not monitored 24/7. For emergencies, call 911.
- Comments and direct messages are public records under North Dakota law.
- The County’s website (www.burleigh.gov) is the official source of information. Posted links to external sites do not constitute endorsement.

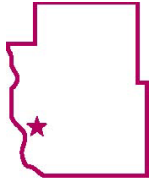
The County may hide or remove comments (and leave a brief placeholder when feasible) that contain:

- Promotion of political candidates or campaigns (violates NDCC 16.1-10-02)
- True threats, fighting words, incitement to imminent lawless action, or targeted harassment
- Vulgarity, obscenity, or sexually explicit material
- Spam, advertisements, or solicitations
- Personal, medical, or financial information of others
- Copyright or trademark infringement
- Illegal activity or encouragement of illegal activity
- Severely off-topic or repetitive posts that disrupt conversation

By posting here, you assume full responsibility for your content. Questions about moderation may be directed to the County’s Public Information Officer.

ITEM

8



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Request for County Board Action

DATE: January 14, 2026

TO: Mark Splonskowski
County Auditor

FROM: Daniel Schriock
Senior Assistant County Engineer

RE: Authorization to seek a consultant engineering firm to perform construction engineering services 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. 08-133-44.0 – 102nd Avenue SE: ½ mile East of US Highway 83, Burleigh County.

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

ACTION REQUESTED:

Authorize the proper County officials to seek an engineering firm to perform construction engineering services.

BACKGROUND:

The 2026 Burleigh County Construction Program includes 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 (Federally funded project). The project will be let on February 27th by the State and construction will be funded under an 80/20 (Federal/Local) split.

The use of consultant firms can be beneficial in completing projects that require certain capabilities that we do not have in house, or require faster action than our current staffing can provide. The project will require us to follow the Federal Construction Process (a process that we currently are not certified to complete), we propose using a consultant firm to perform this function. Interested engineering consultant firms will

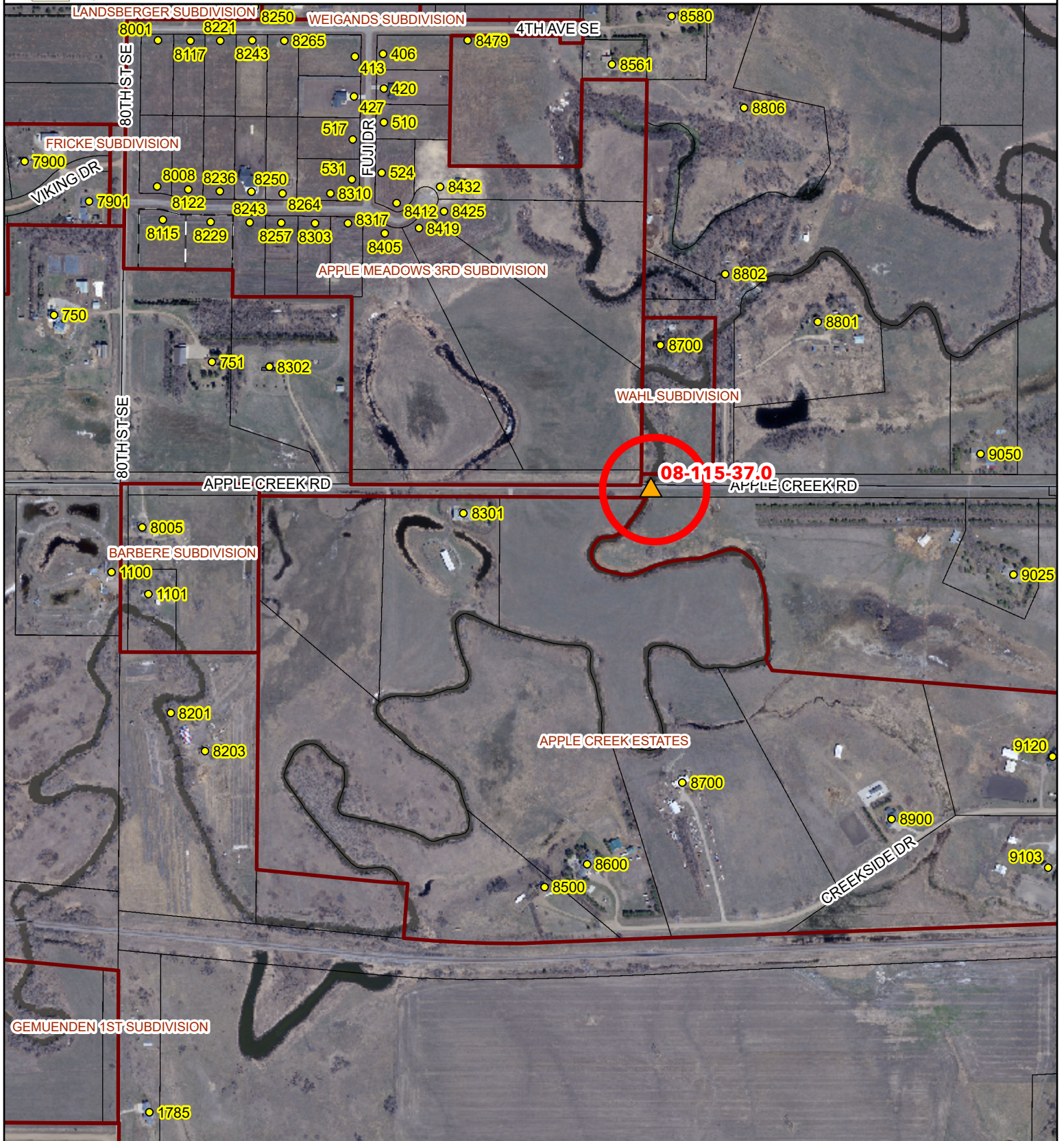
submit a written proposal addressing: staff experience and technical capabilities, current workload, understanding of project scope, fee schedule, etc. After a review of the proposals, we will select the most qualified consultant and the NDDOT and County will work with them to develop the scope and timeline for the project. Once the details of the project have been worked out, we will apply their fee schedule and come up with a total cost. This will then be brought back to the Board for approval. The construction engineering services for this project will be performed (and funded) under an 80/20 (federal/local) split.

RECOMMENDATION:

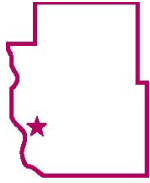
It is recommended the Burleigh County Board adopt the attached proposed resolution.

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED: That the County Auditor and the County Engineer are hereby authorized 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.



PARCEL ID: 38-138-80-00-13-640 OWNER: HAGEN, LANCE ACRES: 36.59
 SITE ADDRESS:
 MAIL ADDRESS: 5180 LINCOLN RD #230, LINCOLN, ND 58504
 LEGAL: LINCOLN TOWNSHIP Section 13 AUDITOR'S LOT F OF SW1/4 & SE1/4 13-138-80



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Request for County Board Action

DATE: January 14, 2026

TO: Mark Splonskowski
County Auditor

FROM: Daniel Schriock
Senior Assistant County Engineer

RE: Authorization to seek a consultant engineering firm to design the reconstruction of 08-112-39.0 – Apple Creek Bridge located on Lincoln Road approximately ½ mile West of 52nd Street SE by the City of Lincoln.

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

ACTION REQUESTED:

Authorize the proper County officials to seek an engineering firm to perform design services.

BACKGROUND:

The North Dakota Department of Transportation (NDDOT) has been accepting applications for the North Dakota Flex Fund Bridge Replacement program. Burleigh County submitted an application for the following structure that was selected for North Dakota Flex Funds:

- 1) Replacement of Bridge 08-112-39.0 on Lincoln Road approximately one-half mile west of 52nd Street SE by the City of Lincoln.

The North Dakota Bridge Flex Fund recipient announcement for awarding funds was made on January 9th by the NDDOT. Burleigh County was awarded funds for previously referenced bridge on Lincoln Road west of the City of Lincoln. In order to take advantage of these funds the Highway Department is requesting to start the advertising process to seek engineering design services.

By receiving these funds, the County would be responsible for all Preliminary/Design Engineering costs, that would include permitting, environmental clearances, public

involvement, hydraulic analysis, utility locations and conflicts, design, specifications, and estimates. The Construction Cost and Construction Engineering cost will all be covered under the Grant for 100% of the cost.

Because of the importance in moving this project along, the Highway Department recommends the hiring of a consulting firm to perform the required Preliminary Engineering/Design Services.

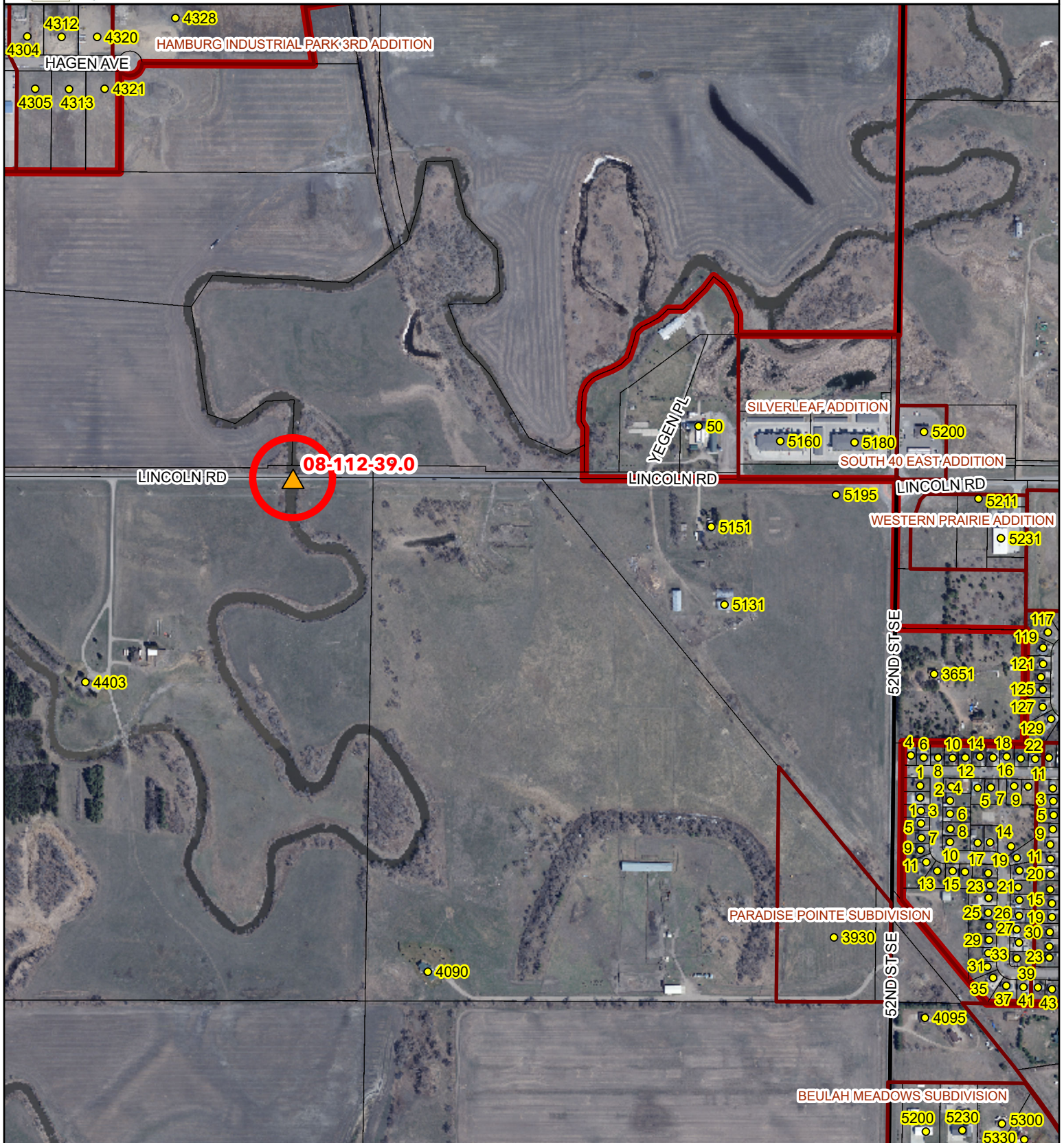
The use of design consultants can be beneficial in completing projects that require certain capabilities that we do not have in house, or require faster action than our current staffing can provide. We propose that any interested engineering consultant firms submit a written proposal addressing: staff experience and technical capabilities, current workload, understanding of project scope, fee schedule, etc. After a review of the proposals, we will select the most qualified consultant and work with them to develop the scope and timeline for the project. Once the details of the project have been worked out, we will apply their fee schedule and come up with a total cost. This will then be brought back to the Board for approval.

RECOMMENDATION:

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

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED: That the County Auditor and the County Engineer are hereby authorized to advertise to seek engineering design service proposals for the reconstruction of Bridge 08-112-39.0.

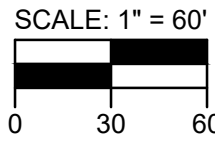
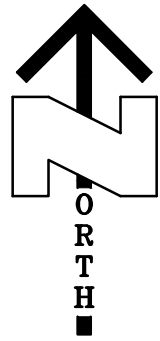


PARCEL ID: 32-139-79-20-01-090 OWNER: NYGAARD, NATHAN J ACRES: 1.54
 SITE ADDRESS: 7500 BROOK LOOP
 MAIL ADDRESS: 7500 BROOK LOOP, BISMARCK, ND 58503-6919
 LEGAL: COUNTRY CREEK SECOND Block 01 LOT 9

ITEM

9

HUEZ SUBDIVISION
LOT 2, BLOCK 3 IN COUNTRY VIEW ESTATES AND AUDITORS LOTS "N" & "O"
ALL IN SECTION 3, T138N, R79W
BURLEIGH COUNTY, NORTH DAKOTA



DATE: SEPTEMBER 15TH, 2025

VERTICAL DATUM - NAVD 1988.

BASED ON NORTH DAKOTA SOUTH
ZONE-NAD83 (2011), INTERNATIONAL FEET.
MEASUREMENTS HAVE BEEN ESTABLISHED
BY RTK FROM THE "BSMK" CORS STATION
AND ARE REPORTED IN GRID.

AUDITOR'S LOT Q

AUDITOR'S LOT R

AUDITOR'S LOT S

FND CAPPED REBAR '5476'
ND STATE PLANE COORDINATE=
N=413213.28
E=1936597.62

R=368.60'
L=402.54'
CHBG=N50° 00' 47"E
CHD=382.83'

40' INGRESS & EGRESS EASEMENT (PER DOC. 762143)
N81° 09' 13"E
530.81'

15' UTILITY EASEMENT

LAKEVIEW DRIVE

40' ROW

40' ROW

N81° 09' 13"E

245.55'

FND CAPPED REBAR '3463'
ND STATE PLANE COORDINATE=
N=412848.17
E=1935539.02

LOT 1, BLOCK 3
COUNTRY VIEW ESTATES

N45° 50' 30"W

20.62'

LOT 1
13.10 ACRES

1

EAST LINE OF
SEC. 3, T138N, R79W

TO EAST 1/4 CORNER
SEC. 3, T138N, R79W
N00° 33' 29"E

859.77'

33' STATUTORY EASEMENT

2.7'

15' UTILITY EASEMENT

33' STATUTORY EASEMENT

466.41'

S00° 33' 25"W

1319.87'

POINT OF BEGINNING

TO SE CORNER
SEC. 3, T138N, R79W
N00° 33' 29"E

1319.87'

ACREAGE TABLE

LOT 1	13.10 ACRES
TOTAL	13.10 ACRES

LEGEND

- FOUND SURVEY MONUMENT
- SET CAPPED REBAR - LS9628
- - - - - VACATED LOT LINE

LAND DESCRIPTION

LOT 2, BLOCK 3 IN COUNTRY VIEW ESETAETS AND AUDITORS LOTS "N" AND "O" ALL IN SECTION 3, TOWNSHIP 138 NORTH, RANGE 79 WEST OF THE 5TH PRINCIPAL MERIDIAN, BURLEIGH COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 3; THENCE NORTH 00° 33' 29" EAST ON THE EAST LINE OF SAID SECTION 3 A DISTANCE OF 1319.87 FEET TO THE SOUTHEAST CORNER OF SAID LOT "O" AND THE POINT OF BEGINNING; THENCE NORTH 89° 52' 00" WEST ON THE SOUTH LINE OF SAID AUDITORS LOTS AND SAID LOT 2, BLOCK 3 A DISTANCE OF 1408.02 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2, BLOCK 3; THENCE NORTH 08° 50' 50" WEST ON THE WEST LINE OF SAID LOT 2, BLOCK 3 A DISTANCE OF 249.02 FEET TO THE NORTHWEST CORNER OF SAID LOT 2, BLOCK 3; THENCE NORTH 81° 09' 13" EAST ON THE NORTH LINE OF SAID LOT 2, BLOCK 3 A DISTANCE OF 245.55 FEET TO THE NORTHEAST CORNER OF SAID LOT 2, BLOCK 3; THENCE CONTINUING NORTH 81° 09' 13" EAST ON THE NORTH LINE OF SAID LOT "N" A DISTANCE OF 530.81 FEET TO THE PC OF A CURVE TO THE LEFT; THENCE NORTHEASTERLY ON SAID CURVE AND THE NORTH LINE OF SAID LOT "O" FOR AN ARC DISTANCE OF 402.54 FEET AND HAVING A RADIUS OF 368.60 FEET, SAID CURVE HAS A CHORD BEARING NORTH 50° 00' 47" EAST A DISTANCE OF 382.83 FEET TO THE NORTH CORNER OF SAID LOT "O"; THENCE SOUTH 69° 19' 10" EAST ON THE NORTHEAST LINE OF SAID LOT "O" A DISTANCE OF 419.27 FEET TO THE NORTHEAST CORNER OF SAID LOT "O" AND THE EAST LINE OF SAID SECTION 3; THENCE SOUTH 00° 33' 29" WEST ON THE EAST LINE OF SAID SECTION 3 DISTANCE OF 466.41 FEET TO THE POINT OF BEGINNING. SAID TRACT OF LAND CONTAINING 13.10 ACRES MORE OR LESS; AND SUBJECT TO ALL LEGAL RIGHTS OF WAY AND EASEMENTS.

SURVEYOR'S CERTIFICATE

I, MARK R. ISAACS, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, HEREBY CERTIFY THAT THE APPROVED PLAT IS A TRUE COPY OF THE NOTES OF A SURVEY PERFORMED UNDER MY SUPERVISION AND COMPLETED ON JULY 12, 2025. THAT ALL INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT ALL MONUMENTS SHOWN HEREON ARE CORRECT, THAT ALL REQUIRED MONUMENTS HAVE BEEN SET, AND THAT ALL DIMENSIONAL AND GEODETIC DETAILS ARE CORRECT.

MARK R. ISAACS, RLS 9628

OWNER'S CERTIFICATE OF DEDICATION

WE, THE UNDERSIGNED, BEING SOLE OWNERS OF THE LAND PLATTED HEREIN, DO HEREBY VOLUNTARILY CONSENT TO THE EXECUTION OF SAID PLAT AND DO DEDICATE ALL THE RIGHT OF WAY IDENTIFIED HEREIN TO BURLEIGH COUNTY. WE ALSO DEDICATE EASEMENTS TO RUN WITH THE LAND FOR GAS, ELECTRIC, TELEPHONE, WATER, OR OTHER PUBLIC UTILITIES OR SERVICES ON OR UNDER THOSE CERTAIN STRIPS OF LAND DESIGNATED HEREON AS "UTILITY EASEMENT".

THEY ALSO DEDICATE ACCESS EASEMENTS TO ALL LAND OWNING PARTIES, TO RUN WITH THE LAND FOR THE PURPOSE OF CONSTRUCTING, OPERATING, AND MAINTAINING THE ACCESS UNDER OR UPON THE REAL PROPERTY OF THOSE CERTAIN STRIPS OF LAND SO DESIGNATED.

CORIDON M. HUEZ

LOT 1, BLOCK 1

AMBER C. HUEZ

LOT 1, BLOCK 1

STATE OF _____)
COUNTY OF _____) SS

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, THIS ____ DAY OF _____, 20__.

NOTARY PUBLIC _____

APPROVAL OF COUNTY PLANNING AND ZONING COMMISSION

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

THE FOREGOING ACTION OF THE COUNTY PLANNING AND ZONING COMMISSION OF BURLEIGH COUNTY, NORTH DAKOTA, WAS TAKEN BY RESOLUTION APPROVED ON THE ____ DAY OF _____, 20__.

DENNIS AGNEW - CHAIRMAN

ATTEST: MITCH FLANAGAN - SECRETARY

APPROVAL BY THE BOARD OF COUNTY COMMISSIONERS

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

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

THE FOREGOING ACTION OF THE BOARD OF COUNTY COMMISSION OF BURLEIGH COUNTY, NORTH DAKOTA, WAS TAKEN BY RESOLUTION APPROVED ON THE ____ DAY OF _____, 20__.

BRIAN BITNER - CHAIRMAN

ATTEST: MARK SPLOSKOWSKI,
COUNTY AUDITOR/TREASURER

APPROVAL OF THE COUNTY ENGINEER

I, MARCUS J. HALL, COUNTY ENGINEER FOR THE COUNTY OF BURLEIGH, NORTH DAKOTA, HEREBY APPROVES THIS PLAT OF "HUEZ SUBDIVISION" AS SHOWN ON THE PLAT, DATED THIS ____ DAY OF _____, 20__.

MARCUS J. HALL, PE
COUNTY ENGINEER

BENCHMARK - NORTHWEST CORNER OF LOT 1, BLOCK 1, A CAPPED REBAR FOUND FLUSH WITH THE GROUND. ELEVATION = 1699.92

PROFESSIONAL LAND SURVEYOR
MARK R. ISAACS, LS-9628

OWNERS:

CORIDON M. & AMBER C. HUEZ
11009 LAKEVIEW DRIVE
BISMARCK, ND 58504

NOTES:

- BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS DOCUMENTS OF RECORD DUE TO DIFFERENT METHODS OF FIELD MEASUREMENTS.
- SUBJECT TO ALL EASEMENTS OF RECORD WHETHER SHOWN OR NOT SHOWN.

HUEZ SUBDIVISION
LOT 2, BLOCK 3 IN COUNTRY VIEW
ESTATES AND AUD. LOTS "N" & "O"
SECTION 3, T138N, R79W
BURLEIGH, NORTH DAKOTA

SHEET: 1 OF 1	JOB NUMBER: 25144
SCALE: 1"= 60'	DWG REVISION DATES
DRAWN BY: MRS	- - -
DWG DATE: 9/15/25	- - -
DWG NAME: 25144 Huez subdivision final plat.dwg	- - -

Independent
Land
Surveying &
Engineering

4215 Old Red Trail NW
Mandan, ND 58554
Phone: 701-563-5184
Cell: 701-995-2078
mark@surveynd.com



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.

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

Date: 12-24-2025

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

ITEM 1

Huez Subdivision Final Plat

Legal Description: Lot 2, Block 3 in Country View Estates and Auditor's Lots "N" & "O" all in Section 3, Township 138N Range 79W

Property Address: 11009 Lakeview Drive, Bismarck ND. 58504. Apple Creek Township

In August of this year, ILS Surveying approached Burleigh County to combine 3 lots to create a new one (1) lot subdivision. At the 12-10-2025 public hearing, it was recommended to approve the final plat by a vote of 8-0.

ACTION REQUESTED

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

Attachments: Ex. 1 Site Location 11009.
Ex. 2 Huez Subdivision Final Plat.



ITEM

10

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN
LINDSAY BROWER

Memorandum

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

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

Date: January 13, 2026

Re: Human Resource's Agenda items for January 20, 2026 Commission Meeting

Subject One: Burleigh County Assistance with yearend Finance Projects and for Finance/Accounting Policies and Procedures Development (Request for Proposal)-attached

BACKGROUND: As I provided the recruitment update during the January 5, 2026 Burleigh County Commission meeting, I reported that after a month-long job posting advertisement, we had not received any Certified Public Accountants (CPA) for our vacant Finance Director position. In the meeting, I suggested that creating a Request for Proposal (RFP) for a CPA firm to assist us with our yearend financial reports, 2027 budget processes and the assessment and development of our finance/accounting policies and procedures would help us get a better foundation for our Finance/Treasurer department processes. The Commission gave their approval to create the RFP and bring it back to them for final approval and release to the public. We have a rather tight timeline for this RFP process because we have final yearend deadlines for financial reporting that need to be met in the first part of 2026. Therefore, this was made a priority. This RFP was reviewed by Deputy Finance Director Taylor Schmidt for project scope accuracy. This RFP document was sent to States Attorney Julie Lawyer for legal review and approval on January 13, 2026. With the exception of any legally required revisions, the RFP is ready for Commission approval and release in order to adhere to the tight timeline for project completion.

RECOMMENDATION: I would like to recommend that the Burleigh County Commissioners approve the Request for Proposal (RFP) for the Financial Services Projects, including any legally required revisions suggested by States Attorney Julie Lawyer and allow the RFP to be released and follow the timeline included within the RFP document. However, if the RFP timeline becomes unrealistic the Commission would give approval for timeline modifications as required.

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN
LINDSAY BROWER

Subject Two: Burleigh County Administrator (Chief Administrative Officer) Job Description - DRAFT

BACKGROUND: During the January 5, 2026 Burleigh County Commission meeting, the Commission discussed the County Administrator position and asked when this position would be available to start the hiring process. I explained that after the January 15, 2025 Special Commission Meeting where the County Administrator job description was discussed, the County Administrator was placed on hold for follow-up as there were other priorities that came up at the time.

I have attached the presentation from that special meeting, and I have also attached the revised draft of the County Administrator Job Description. The revisions were completed on May 8, 2025 based on the input from the Commission during the January 15, 2025 special meeting.

RECOMMENDATION: I would like to recommend that the Burleigh County Commissioners approve the revised Draft County Administrator job description and provide guidance to HR Director Pam Binder regarding the next steps in the recruitment process for the County Administrator position.

Request for Proposal

Assistance with yearend Finance Projects and for Finance/Accounting Policies and Procedures Development



Burleigh County

Pam Binder, HR Director

221 N 5th St.

Bismarck, ND 58501

701-222-6669

pjbinder@nd.gov

RFP responses are due by 5:00pm on Friday, February 11th, 2026

Email Submittal: Submit one electronic file (.pdf) of response, no larger than 25 MB, via email to pjbinder@nd.gov Subject Line: Burleigh County Assistance with yearend Finance Projects and Finance/Accounting Policies and Procedures Development

RFP Submittal – [Vendor Name]

Unbound Hardcopy Submittal: Submit four (4) unbound, hard copies of response, Sealed proposals must be clearly marked on the outside of the envelope with the following description: Burleigh County Assistance with yearend Finance Projects and Finance/Accounting Policies and Procedures Development

RFP Submittal – [Vendor Name]

RFP can be found at: <https://www.burleigh.gov/government/public-notices/>

Project Description

Burleigh County is one of 53 counties in the State of North Dakota, located in the south-central area of the State. The latest US Census shows the population of Burleigh County as 104,730 with nearly 75% of the population coming from the Capital City of Bismarck (77,772). This makes Burleigh County the second largest county in North Dakota.

Due to the retirement of our long-time County Auditor and the retirement of our long-time Finance Director, Burleigh County has been left with a non-tenured staff. With the absence of historical knowledge, and the lack of up-to-date written policies and procedures within the Finance/Treasurer department, it has become apparent that assistance is needed in order to provide the best practices and latest regulatory compliance to ensure the department is prepared for the current financial needs and also for any future growth needs of Burleigh County.

Therefore, Burleigh County is seeking the services of an experienced CPA Consultant to undertake two types of projects. First, will be assistance needed with certain yearend financial reports and certain adjusting entry recommendations. Also, assistance is needed with the 2027 Budget process for Burleigh County. The next project is a comprehensive review (assessment) and development of our Finance/Accounting Policies and Procedures. The specific objectives of the assignment include:

1. Completion of the yearend financial reports; as well as; the yearend adjusting entries along with the completion of an Annual Comprehensive Financial Report.
2. Assistance with the format and processes for the 2027 budget and assistance with the setup of the funding portion of the budget process for the 2027 budget.
3. Review of the existing Finance/Accounting Policies and Procedures in terms of applicability, scope, relevance, adequacy, and compliance to ensure that they are robust, up-to-date and capture best practice standards for local government in North Dakota.
4. Review background documents and liaise with relevant Burleigh County staff to ensure a participatory process in coming up with the revised Finance/Accounting Policies and Procedures.
5. Advise on the Finance/Accounting policies and procedures in line with Burleigh County's existing structure and services.
6. Review the structure, layout and content of Burleigh County's current management accounts, and other key reports and benchmark these to other comparable North Dakota counties.
7. Propose amendments, updates, and improvements and make appropriate recommendations following the above review and assessment.

8. Update the Finance/Accounting Policies and Procedures based on gaps identified in the assessment and coordinate the discussions and agreements with the Finance Committee and the Burleigh County Commission.

Expected Deliverables

The expected deliverables of this exercise are as follows:

1. To deliver appropriate reports that shall reflect clear comprehension of the tasks, the methods of execution, and plan of work to ensure the outcome is in line with Burleigh County's expectations.
2. To provide the Financial Reports and the yearend adjusting entries in a format that can be used as a template for future years.
3. To provide the Annual Comprehensive Financial Report in the form of a template that can be used for future years.
4. To provide assistance with the setup of the 2027 budget and provide a format for the budget that can be used as a template or guide for future years.
5. To submit draft, revised Finance/Accounting Policies and Procedures that shall incorporate the proposed and agreed changes in line with government best practices and in context of all Burleigh County processes and operations.
6. To submit integrated Finance/Accounting Policies and Procedures that shall incorporate the latest local government accounting standards.

Expected Competencies and Experience

The selected Consultant will be responsible for the completion of the yearend finance reporting projects, the 2027 budgeting process project, and the overall planning and implementation of the review, assessment, the production and presentation of the final report, and timely presentation of all policies and procedures along with the other deliverables.

The Consultant's profile should meet the following requirements:

1. Have a Master's degree in Accounting, Finance, or related disciplines.
2. Be a Certified Public Accountant (CPA).
3. Have a current and up to date knowledge of Government Accounting Reporting Standards.
4. Have a working knowledge of Accounting Policies, and Procedures, including internal controls.

5. Have a minimum of 10 years' experience in auditing and the review of accounting systems and policies and procedures, or in the designing and updating of accounting systems and policies and procedures.
6. Have a proven track record and experience of similar assignments with local government agencies such as counties, cities, townships, etc.

Contents of Proposal

The proposal should include, but is not limited to the following:

1. An understanding of Burleigh County requirements as listed in the Project Description section above.
2. Methodology for the completion for the required Financial Reports and yearend adjusting entries needed to close the 2025 accounting year.
3. Methodology for the 2027 Budget process format and funding.
4. Methodology and work plan for performing the assessment.
5. Project delivery plans and methodology.
6. Detailed reference list indicating the scope and magnitude of similar assignments.
7. Relevant services undertaken in the past three (3) years.
8. Team composition and task assignment (There should be as limited a change as possible in the team during the assignment unless with prior agreement)
9. CVs or Biographies of the task team.

Format of Proposal

The Burleigh County Finance Committee will evaluate vendor experience, qualifications, and capabilities for developing and implementing our financial reports, yearend adjusting entries and the 2027 budgeting and budget funding process, as well as; our new Finance/Accounting Policies and Procedures. Responses should be formatted to address all items outlined below as well as the required features questions:

Executive Summary

The Executive Summary should include a brief overview of the Proposal. It should be prepared in such a manner as to make it understandable.

Company Background

The Company Background should provide vendor information including, but not limited to:

- Company headquarters information
- Complete list of products provided by the vendor that pertain to this project
- Financial history
- Percentage of public sector clients
- Company awards and merits
- Number of years in public sector consulting
- Total number of clients
- Total number of employees; as well as; employees in the following areas:
 - Financial Services
 - Accounting
 - Auditing Services

Client References

The vendor must supply at least (3) local entities that are currently using their finance/accounting/auditing services. At least (1) of the references has to be a government entity. Be sure to include the total population served by the services. **This reference list is mandatory.**

Included Items

Project One: The Vendor must include a logical outline for the purposeful approach for the assistance with the following financial reports:

- Standard required Financial Reports
- Yearend adjusting entries that will close the 2025 accounting year.
- The Annual Comprehensive Financial Report.
- The 2027 Budget and Budget Funding process.

Project Two: The Vendor must include a logical outline for the purposeful approach to the assessment and development of Burleigh County Finance/Accounting Policies and Procedures.

Key Policies that need to be included in the initial assessment will include:

- Accounting and Financial Reporting
- Accounts Receivable and Collections
- Budget Management
- Budget Reserves
- Capital Assets

- Capital Improvement Program
- Cash Management and Handling
- Conflict of Interest
- Debt Management
- Fund Balance
- Grant Management
- Inventory Management
- Long-Term Financial Planning
- Pension and OPEB Liability Management
- Procurement
- Purchasing Cards
- Risk Management
- Travel & Meeting
- Unclaimed Funds
- User Fees & Charges
- Mill Levy Calculation

Key Procedures that need to be included in the initial assessment will include:

- Accounting Coding and Invoice Processing
- Accounts Receivable
- Grant Management (to align with policy)
- Procurement (to align with policy)
- Travel & Meeting (to align with policy)
- Purchasing Cards (to align with policy)

We would also like desk procedures created for the following:

- Accounting
- Accounts Payable
- Accounts Receivable
- Budget
- Procurement

Project Management Tasks Needed:

- Perform Assessment (Regulatory and Best Practices)
 - Perform Policy Gap Analysis
 - Create Finance/Accounting Policies as stated above.
 - Create Finance/Accounting Procedures as stated above.
 - Create Finance/Accounting Desk Procedures as stated above.
 - Provide Implementation Support
 - Provide assistance in meetings with both the Finance Committee and the Burleigh County Commission for overall approval
- Timelines
 - Provide a sample timeline for the duration of both projects.
- Vendor/County Responsibilities
 - What is the county responsible for during implementation?
 - What assistance will the vendor give?
- Change Management

Costs and Fees

Project One: Please provide a list of itemized cost for each financial report requested:

- Standard Required Financial Reports
- Yearend adjusting entries to close the 2025 accounting year.
- Annual Comprehensive Financial Report
- 2027 Budgeting Process and Funding Report.
- Costs and fees related to the implementation and meetings with the Finance Committee and Burleigh County Commission
- Also include your Standard Rate Schedule along with any adjustments to the Standard Rate Schedule

Project Two: Please provide a list of itemized costs for each stage of the process:

- Assessment (Regulatory and Best Practices Review)
- Gap Analysis
- Creation of Finance/Accounting Policies
- Creation of Finance/Accounting Procedures
- Creation of Finance/Accounting Desk Procedures

- Costs and fees related to the implementation and meetings with the Finance Committee and Burleigh County Commission
- Also include your Standard Rate Schedule along with any adjustments to the Standard Rate Schedule

Burleigh County is a government entity and as such is exempt from paying North Dakota State taxes.

Schedule for the RFP

- RFP distributed January 21st, 2026,
- Responses to RFP due February 11th, 2026
- Review and analysis of submitted RFPs, February 12th through February 13th
- Provide final recommendations for approval to the Burleigh County Commission on February 17th, 2026 at the Commission meeting.
- Award contract to approved vendor for implementation in February 2026.

Scope of Services – Rights and Responsibilities Public Entity

Each vendor, by submission of signed proposal, agrees to each and every term and condition set forth within this RFP and to be bound thereby.

Burleigh County reserves the right to amend these requirements, accept or reject any or all changes to the contract, make counter proposals and/or engage in negotiations with any or all vendors, waive any requirements or otherwise amend this RFP, and is not bound to accept the lowest total proposal or any proposal. Burleigh County reserves the right to award the contract to multiple vendors, by line item, as a whole, or not at all.

It is the intent of Burleigh County that, after the successful vendor has been selected, Burleigh County and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed services. Any acceptance of a proposal is contingent upon the execution of a written contract and Burleigh County shall not be contractually bound to any bidder prior to the execution of such properly signed written contractual agreement. Before signing a contract with the successful vendor, Burleigh County requires satisfactory proof that the vendor has adequate insurance coverage for the work to be performed under the contract.

The contract shall contain a provision that states that the Contract shall not be altered, changed, or amended except by an instrument in writing executed by both of the parties.

The contract shall contain a provision that states that no waiver of any breach of the contract or any of its terms or conditions shall be a waiver of any other or subsequent breach; a waiver shall not be valid unless it is in writing and signed by the party granting the waiver.

Except as otherwise explicitly agreed to in writing by Burleigh County, each vendor submitting proposals shall provide and pay for all materials, labor, transportation, charges, levies, taxes, fees, or expenses incurred, including all costs to prepare a response to this RFP, travel and presentation costs, and all other

services and facilities of every nature whatsoever necessary for the preparation of the RFP. It is neither Burleigh County's responsibility nor practice acknowledging receipt of any proposal resulting in the selection of a proposal resulting from the RFP process. It is the vendor's responsibility to ensure that a proposal is delivered and received in a timely manner.

No member of the Burleigh County Commission, or any officer, employee, or agent of Burleigh County who exercises any control over the functions or responsibilities in the selection of a proposal shall have any personal interest, direct or indirect, in the vendors that submit a proposal. Any true conflicts of interest will be disclosed and absolved prior to the signing of a contract with the vendor.

Burleigh County recognizes that in responding to this RFP, the vendor may desire to provide proprietary information to clarify and enhance their response. To the extent permitted by law, Burleigh County will keep confidential such information provided that:

1. The information submitted is arguably proprietary, and
2. The proprietary information, according to the submittal instructions of this RFP. Only information in the sealed portions may render a submittal ineligible.

Responders should note that Burleigh County is a government entity. As such, its files are available for public review pursuant to the North Dakota Constitution Article XI, Section 6 and NDCC Chapter 44-04-18.

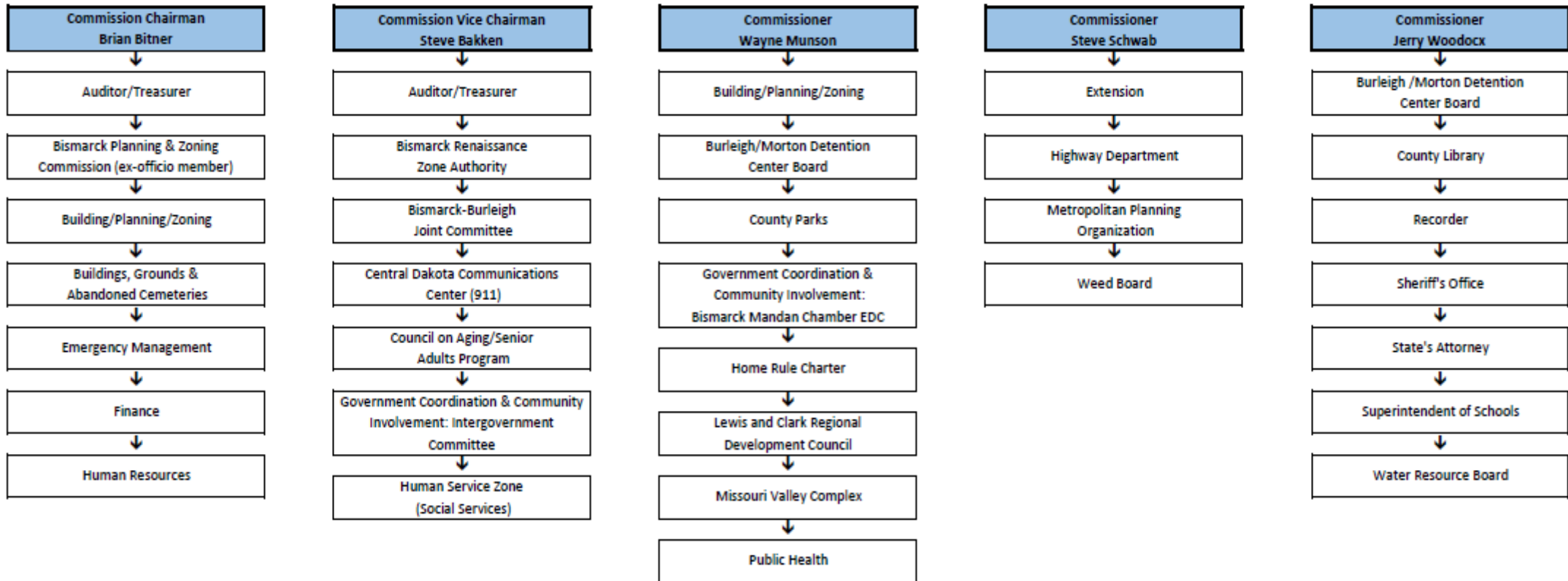
Any questions related to this Request for Proposal (RFP) shall be directed to Pamela J. Binder, HR Director using the contact information listed on the cover of this RFP.



Burleigh County HR Workshop

Pamela J. Binder, SPHR, SHRM-SCP
HR Director

2025 BURLEIGH COUNTY PORTFOLIO SYSTEM





The Three main types of county government structures include:

- The commission system, in which an elected board of county commissioners act as the legislative body of the county, and also performs executive functions, such as naming the heads of departments. Often, there is no single head administrator, although occasionally the commission board will appoint a chief administrative officer.
- The council-elected executive system, in which voters elect both the members of the council and the executive. The executive of the county has a similar role to the governor of the county and may have veto power.
- The council-administrator system, in which voters elect a council, who then appoints and administrator to handle executive tasks. Unlike the council and elected executive system, however, a county administrator will serve by appointment from the council, not have veto power, and can be removed by the council at any time.



The Three main types of county government structures include:



- The commission system, in which an elected board of county commissioners act as the legislative body of the county, and also performs executive functions, such as naming the heads of departments. Often, there is no single head administrator, although occasionally the commission board will appoint a chief administrative officer.



- The council-elected executive system, in which voters elect both the members of the council and the executive. The executive of the county has a similar role to the governor of the county and may have veto power.



- The council-administrator system, in which voters elect a council, who then appoints and administrator to handle executive tasks. Unlike the council and elected executive system, however, a county administrator will serve by appointment from the council, not have veto power, and can be removed by the council at any time.



County /City Administrator Example Job Descriptions Listing

- County Administrator for Cass County, ND (July 2018)
- County Administrator for Pope County, MN (November 2022)
- County Administrator for Cass County, MN (Unknown)
- City Administrator for City of Bismarck, ND (November 2021)
- City Administrator for City of Mandan, ND (July 2021)



Other County Administrator Example Job Summary

Job Summary: The County Administrator is appointed by the county commission and serves as Cass County's chief administrative officer. The Administrator is responsible for oversight and supervision of all appointed county department heads. This position provides results-oriented leadership and direction for the overall operations of the county and for the administration of all county ordinances, regulations, resolutions, policies, programs, and functions of government under the jurisdiction of the county commission. The administrator is responsible for direct supervision of county service delivery according to state law and general policy guidelines and serves as the chief budget officer and chief staff person for the county commission.

The administrator also serves as the county facilities manager, oversees the Human Resources office and serves as the county's risk manager. Currently, the administrator also serves as co-Executive Director of the Fargo-Moorhead Diversion Authority.

Job Summary: Performs complex work in planning, directing, and coordinating the policies and/or directives of the Pope County Board to ensure uniform administration within and among the various departments, and related work. Work involves setting policies and goals under the direction of the County Board.

Supervision is exercised over all organizational personnel.



Other County Administrator Example Job Summary

Job Summary: Under direction of the Cass County MN Board, administers and manages the County's operations. Manages a staff of department heads engaged in directing County programs. Coordinates Cass County operations, interests, and needs with neighboring governing bodies and the State, limited only as provided by statute.

Job Summary: This position is responsible for managing the day-to-day operations of the City of Bismarck.

Job Summary: This position serves as the chief administrative officer and is responsible for directing the operations of the City of Mandan.



Burleigh County Administrator Example Job Description

Job Summary: Under supervision of the Board of County Commissioners, is responsible for oversight of most day-to-day County operations. Duties of the job involve researching, planning, and recommending to the County Board any county-wide policies and objectives for action; implementing Board actions and resolutions; County budget development and capital improvement plans; providing supervision and evaluation for all appointed Directors/Department Heads.

Responsibilities:

1. Plan, direct, coordinate, and supervise the overall activities, direction, and organizational structure of county departments not headed by an elected official to ensure accountability and the county short-and long-range goals are achieved. (50%)
2. Coordinate the annual budget. Bring critical budget issues to the Board of County Commissioners for discussion. Ensure budget is managed properly. (25%)
3. Provide research regarding agenda items, citizen concerns, legislative actions, employee concerns, and county government issues. (25%)

County Administrator Essential Duties:

County Administrator Duties - Similarities:

- Directs the day-to-day operations of the County
- Creates and Implements county wide policies and procedures directed by the County Commission
- Supervises Appointed Department Heads
- Performs the performance evaluations for all appointed Department Heads
- Active in recruitment and selection of upper-level county employees.
- Responsible for preparing and managing the County Budget
- Responsible for the Strategic Plan
- Act as the Risk /Safety Manager for the County

County Administrator Duties - Differences:

- Prepare agendas and minutes for the County Commission meetings acting as clerk to the Commission
- Act as facilities Director for the County
- Creates and implements county ordinances
- Serves as public information officer
- Represents the Commission at government and professional associations, media events, public meetings, and civic organizations
- Oversees the County procurement policy
- Responsible for contracts and contract management for the County
- Represents the County in legislative issues that affect its operation



Burleigh County Administrator Example Essential Duties

Essential Job Duties:

- Coordinate any County activities and committees not specifically assigned by statute to County elected officials.
- Serve as a liaison between general public and county board to remedy complaints, discuss expected solutions, and serve proper notification to department heads and commission to discuss concerns.
- Manage and supervise non-elected directors/department heads and serve as a liaison to the County Board to determine solutions for concerns ensuring proper accountability in each department.
- Solicit, prepare, and oversee contracts for the Board.
- Attend County Board meetings, participate in discussions, and formulate special studies and reports as requested and on own initiative; adhere to orders and policies of the Board of County Commissioners in the operation of County government.
- Administer any of the affairs of the county which the County Board has authority to control and delegate.
- Coordinate and work closely with the Finance Director in reviewing budget results with department heads to monitor performance against budget and present fiscal status to the County Board.



Burleigh County Administrator Example Essential Duties

Essential Job Duties:

- Assist in the hiring process of directors/department heads and give recommendation to the County Board of the most qualified candidate to hire. Manage, supervise and support the work of county departments and non-elected department heads.
- Serve as the Public Information Officer (PIO) to provide public and news media with information regarding county business and act as liaison between County Board, county employees, and public.
- Monitor department goals and objectives against accomplishments and stated timetables. Responsible for evaluating non-elected directors/department heads job performance and maintaining accountability in all areas of responsibilities in each department.
- Attend professional meetings and keeps informed of new developments in county government operation and management. Follow legislation that affects county government. Work with the Board of County Commissioners to develop responses to legislative proposals. Testifies during the legislative sessions on behalf of the County on issues affecting county governance.
- Assist with new commissioner orientation. Perform other work-related duties as assigned/required by the County Board.



Other County Administrator Example Education/Experience

Education and Experience:

Cass County, ND - Bachelor's Degree or Master's degree preferred. No clear experience requirement.

Pope County, MN – Master's degree and extensive experience, or a combination of equivalent education and experience.

Cass County, MN – Bachelor's degree in Public Administration, or related field, plus minimum five years Public Administrative experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

City of Bismarck, ND – Requires a master's degree in public or business administration, finance, planning, or a closely related field, along with a minimum of seven years of management and supervisory experience that included management of human, fiscal, and material resources. Experience in public sector administration preferred, or an equivalent combination of education and experience.

City of Mandan, ND – Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department, usually interpreted to require three to five years of related experience.

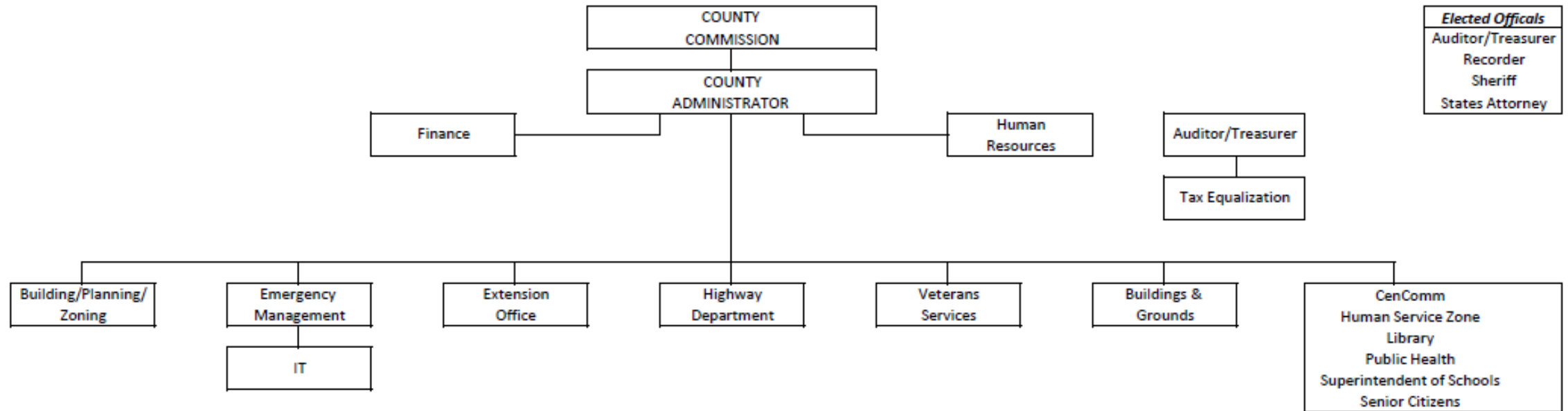



Burleigh County Administrator Example Education/Experience

Education and Experience:

Bachelor's Degree in Public Administration, Business Administration, or related field; At **least 5 years related city or county administrative experience**; CEO, COO, or other corporate or executive level management or administration experience in public or private sector, or an equivalent combination of education and experience may be acceptable. **Master's Degree** in Public Administration, Business Administration, or related field is **preferred**.

Possible County Administrator Structure



	<p align="center">Burleigh County, North Dakota</p> <p align="center">Job Description</p>	<p align="center">Last Date Revised: 05/19/2025 Job Description #</p>
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Employee: _____
Job Title: County Administrator
Job Status: Exempt
Salary Grade: 21

Location: Bismarck
Department: County Administration
Reports to: Board of Commissioners
DBM Rating: E83


Job Summary: The County Administrator is appointed by the Burleigh County Commission and serves as the Chief Administrative Officer of the County, under the direction of the Board of County Commissioners. This position is responsible for the oversight of most day-to-day county operations. Duties of the job involve researching, planning, and recommending to the Board of County Commissioners for approval, any county-wide policies and objectives for action; implementing Board of County Commissioners actions and resolutions; County budget development and capital improvement plans oversight. Provide supervision and evaluation of all appointed Directors/Department Heads.

Responsibilities:

- 50 % time 1. Plan, direct, coordinate, and supervise the overall activities, direction, and organizational structure of county departments not headed by an elected official to ensure accountability and the county short- and long-range goals are achieved. Activities will be coordinated with either the Portfolio Holding Commissioner or the Board of County Commissioners, prior to action being taken by the County Administrator.
- 25 % time 2. Coordinate and oversee the annual budget process. Bring critical budget issues to the Board of County Commissioners for discussion. Ensure budget is managed properly.
- 25 % time 3. Provide research as requested by the Board of County Commissioners regarding agenda items, citizen concerns, legislative actions, employee concerns, and county government issues.

Essential Job Duties:

- 1. Coordinate all county activities and committees not specifically assigned by statute to County elected officials and delegated by the Burleigh County Commission.
- 2. Serve as a liaison between county employees and Board of County Commissioners to remedy complaints, discuss expected solutions, and serve proper notification to department heads and commission to discuss concerns.
- 3. Manage and supervise non-elected directors/department heads and serve as a liaison to the Board of County Commissioners to determine solutions for concerns ensuring proper accountability in each department. This does not eliminate the department head's right to address the Burleigh County Commission on these items.
- 4. Solicit, prepare, and oversee contracts for the Board of County Commissioners.
- 5. Attend Burleigh County Commission meetings, participate in discussions, and formulate special studies and reports as requested and on own initiative; adhere to orders and policies of the Board of County Commissioners in the operation of county government.
- 6. Administer certain affairs of the county which the Board of County Commissioners has authority to control and has delegated to the County Administrator.
- 7. Coordinate and work closely with the Finance Director and Treasurer in reviewing budget results with department heads to monitor performance against budget and present fiscal status to the Board of County Commissioners.
- 8. Assist in the hiring process of directors/department heads and give recommendations to the Board of County Commissioners of the most qualified candidate to hire. Manage, supervise,

	<p>Burleigh County, North Dakota</p> <p>Job Description</p>	<p>Last Date Revised: 05/19/2025 Job Description #</p>
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and support the work of county departments and non-elected department heads. This includes informal conflict resolution as well as leadership guidance and support.

9. Receive requests and complaints as assigned by the Board of County Commissioners concerning administrative actions of the various departments, and County Auxiliary Boards, channel the requests to the appropriate departments, or Portfolio Holder, follows up on the corrective action, and reply to inquiries to resolve all issues in a positive manner.
10. Assist the Public Information Officer (PIO) to provide public and news media with information regarding county business and act as liaison between the Board of County Commissioners, county employees, and the general public.
11. Monitor department goals and objectives against accomplishments and stated timetables. Responsible for evaluating non-elected directors/department heads job performance and maintaining accountability in all areas of responsibilities in each department.
12. Attend professional meetings and keeps informed of new developments in county government operation and management. Follow legislation that affects county government. Work with the Board of County Commissioners to develop responses to legislative proposals. Testifies during the legislative sessions on behalf of the County on issues affecting county governance.
13. Responsible for coordinating with the County Auditor on the orientation process for all new County Commissioners and other appointed Auxiliary Board members.
14. Perform other work-related duties as assigned or required by the County Board.

Job Qualifications, Experience and Education:

1. Bachelor's Degree in Public Administration, Business Administration, or related field; At least 5 years related city or county administrative experience; CEO, COO, or other corporate or executive level management or administration experience in the public or the private sector, or an equivalent combination of education and experience may be acceptable. Master's Degree in Public Administration, Business Administration, or related field is preferred.
2. Must possess excellent communication skills to establish and maintain effective working relationships with County officials and employees, and the general public.
3. Proficiency in the MS Office Suite of products, specifically, Excel and Word in order to efficiently perform the administrative tasks assigned to this position.

Working Conditions/Physical and Mental Demands:

1. Work is performed primarily in an office environment. Physical demands include sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying up to 40 pounds, and operating standard office equipment.

Clarification Clause:

This is an appointed position and is subject to reappointment by the Board of County Commissioners on an annual basis. This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining the County Administrator position. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date

ITEM

11

Provident Elevators

Approved Remodel: Cab inside surface change to hard surface

Modernization: Additional work needed on both elevators discovered after assessments completed

Request: Approval to remove the cosmetic change from the current remodel and use the credit (\$96,414.91) toward modernization in 2027 (include in 2026 budget with anticipated project cost estimate of \$500,000 with Request for Proposals requirement).

Provident Roof Replacement and Verizon Tower Lease

Remodel alternate included cost for roof replacement (estimated \$1M) which was not accepted.

Current roof has been patched over the years and contains several layers. Verizon currently leases space on the roof through October 31, 2027, for \$34,000/year which requires extra care for rooftop access due to 5G and health concerns. Verizon will remove their property within 90 days of termination notice and restore premises to original condition.

Request: Provide notice to Verizon of lease termination prior to October 31, 2027. Include roof replacement in 2026 budget process for replacement in 2027. Coordinate with Verizon on removal and potentially utilize Verizon restoration monies toward roof replacement.

ITEM

12

BURLEIGH - MORTON COUNTY COMMISSION

DETENTION REPORT January 2026

1. December Housing Report:

- a. Average Daily Population (ADP) 360
- b. Total Bookings: 600 or 19 per day average.

2. Breakdown of Inmate Days:

a. Bismarck inmate days:

446 nights	14 per night	\$33,450 billed
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b. Mandan inmate days:

64 nights	2 per night	\$4,800 billed
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c. U.S. Marshall/Bureau of Prisons:

2,144 nights	33 per night	\$116,610 billed
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d. Others (Counties/Cities):

1,395 nights	69 per night	\$246,560 billed
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e. Burleigh/ Morton Average per night:

5,805 nights	187 per night	
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3. Total billed : \$598,065 Year: \$5,270,748

4. Burleigh County alternatives to jail program (24/7Program): 232 Participants

- 35 on the drug patch.
- 101 on the ankle bracelet.
- 60 on twice a day breath tests.
- 27 people testing in other counties.
- 9 Remote Breath Testing

ITEM

13

2025 Burleigh County Real Estate Tax Statement

Your canceled check is your receipt for your payment.
No receipt will be issued.



0001-102-001

Parcel Number: 0001-102-001
Statement Number: 6581

☐ Check here to request receipt

Enter the amount you are paying on this parcel if less than full amount: _____

Consolidated Tax	0.00
Plus Special Assessments	7,406.13
Amount due	7,406.13
Pay by March 2, 2026	7,406.13

COUNTY OF BURLEIGH
BOX 5518
BISMARCK ND 58506-5518

MAKE CHECK PAYABLE TO:
Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694

----- ✂ ----- ✂ ----- Return with remittance ----- ✂ ----- ✂ -----

2025 Burleigh County Real Estate Tax Statement

Statement No: 6581

Parcel Number 0001-102-001	Jurisdiction 010101 CITY OF BISMARCK		
Owner COUNTY OF BURLEIGH	Physical Location 514 E THAYER AVE BISMARCK, ND		
Legal Description BLK:102 ORIGINAL PLAT Block: 102 LOTS 1-24 & WEST 6' VACATED 6TH ST ADJ TO NORTH 160' OF BLOCK 102			
Legislative Tax Relief:	2023	2024	2025
	0.00	0.00	0.00
Tax Distribution (3-year comparison):	2023	2024	2025
True and Full Value			
Taxable Value	0	0	0
Less: Homestead credit	0	0	0
Disabled Veteran credit	0	0	0
Net Taxable Value	0	0	0
Total mill levy	259.900	257.379	237.100
Taxes By District (in dollars):			
Consolidated Tax	0.00	0.00	0.00
Net effective tax rate	0.00%	0.00%	0.00%

2025 TAX BREAKDOWN	
Net consolidated tax	0.00
Plus: Special Assessments	7,406.13
Total tax due	7,406.13
Pay by March 2, 2026	7,406.13
Special assessments:	
Principal	7,406.13
Interest	0.00
Installment payment due	7,406.13
Remaining balance due	44,436.75

Penalty on 1st Installment & Specials:	
March 3, 2026	3%
May 1, 2026	6%
July 1, 2026	9%
October 15, 2026	12%
Penalty on 2nd Installment:	
October 16, 2026	6%

FOR ASSISTANCE, CONTACT:
Office: Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694
Website: www.burleigh.gov

2025 Burleigh County Real Estate Tax Statement

Your canceled check is your receipt for your payment.
No receipt will be issued.



0001-104-001

Parcel Number: 0001-104-001
Statement Number: 6582

Consolidated Tax	0.00
Plus Special Assessments	3,419.72
Amount due	3,419.72

☐ Check here to request receipt

Enter the amount you are paying on this parcel if less than full amount: _____

Pay by March 2, 2026 3,419.72

BURLEIGH CO
PO BOX 5518
BISMARCK ND 58506-5518

MAKE CHECK PAYABLE TO:
Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694

----- ✂ ----- ✂ ----- Return with remittance ----- ✂ ----- ✂ -----

2025 Burleigh County Real Estate Tax Statement

Statement No: 6582

Parcel Number
0001-104-001

Jurisdiction
010101 CITY OF BISMARCK

Owner
BURLEIGH CO

Physical Location
316 N 5TH ST
BISMARCK, ND

2025 TAX BREAKDOWN	
Net consolidated tax	0.00
Plus: Special Assessments	3,419.72
Total tax due	3,419.72
Pay by March 2, 2026	3,419.72

Legal Description
BLK:104
ORIGINAL PLAT Block: 104 LOTS 1-6

Special assessments:	
Principal	3,419.72
Interest	0.00
Installment payment due	3,419.72
Remaining balance due	20,518.29

	2023	2024	2025
Legislative Tax Relief:	4,226.57	0.00	0.00
Tax Distribution (3-year comparison):	2023	2024	2025
True and Full Value	608,400		
Taxable Value	30,420	0	0
Less: Homestead credit	0	0	0
Disabled Veteran credit	0	0	0
Net Taxable Value	30,420	0	0
Total mill levy	259.900	257.379	237.100
Taxes By District (in dollars):			
Burleigh County	1,160.54	0.00	0.00
City of Bismarck	2,370.04	0.00	0.00
Bismarck Park District	992.58	0.00	0.00
Bismarck School	2,752.40	0.00	0.00
Voter Approved School Bonds	508.32	0.00	0.00
Soil Conservation District	16.72	0.00	0.00
Garrison Diversion	30.42	0.00	0.00
Water Resource District	44.72	0.00	0.00
State Medical Center	30.42	0.00	0.00
Consolidated Tax	7,906.16	0.00	0.00
Net effective tax rate	1.30%	0.00%	0.00%

Penalty on 1st Installment & Specials:	
March 3, 2026	3%
May 1, 2026	6%
July 1, 2026	9%
October 15, 2026	12%
Penalty on 2nd Installment:	
October 16, 2026	6%

FOR ASSISTANCE, CONTACT:
Office: Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694
Website: www.burleigh.gov

2025 Burleigh County Real Estate Tax Statement

Your canceled check is your receipt for your payment.
No receipt will be issued.



0001-122-001

Parcel Number: 0001-122-001
Statement Number: 6640

Consolidated Tax	533.48
Less: 5% discount	(26.67)
Amount due by February 17, 2026	506.81
Or pay in two installments (with no discount):	
Payment 1: Pay by March 2, 2026	266.74
Payment 2: Pay by October 15, 2026	266.74

BURLEIGH CO
PO BOX 5518
BISMARCK ND 58506-5518

MAKE CHECK PAYABLE TO:
Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694

----- ✂ ----- ✂ ----- Return with remittance ----- ✂ ----- ✂ -----

2025 Burleigh County Real Estate Tax Statement

Statement No: 6640

Parcel Number 0001-122-001	Jurisdiction 010101 CITY OF BISMARCK		
Owner BURLEIGH CO	Physical Location 412 N 5TH ST BISMARCK, ND		
Legal Description BLK:122 ORIGINAL PLAT Block: 122 1-5 LESS W10', B.122, O.P. AND L.1-3 LESS W10', B.24, N.P. 1ST			
	2023	2024	2025
Legislative Tax Relief:	327.90	310.68	310.95
Tax Distribution (3-year comparison):	2023	2024	2025
True and Full Value	47,200	45,000	45,000
Taxable Value	2,360	2,250	2,250
Less: Homestead credit	0	0	0
Disabled Veteran credit	0	0	0
Net Taxable Value	2,360	2,250	2,250
Total mill levy	259.900	257.379	237.100
Taxes By District (in dollars):			
Burleigh County	90.04	81.78	40.48
City of Bismarck	183.86	173.00	171.84
Bismarck Park District	77.00	73.54	72.20
Bismarck School	213.54	205.78	206.18
Voter Approved School Bonds	39.44	35.42	33.36
Soil Conservation District	1.30	1.96	1.94
Garrison Diversion	2.36	2.24	2.26
Water Resource District	3.46	3.14	2.96
State Medical Center	2.36	2.24	2.26
Consolidated Tax	613.36	579.10	533.48
Net effective tax rate	1.30%	1.29%	1.19%

2025 TAX BREAKDOWN	
Net consolidated tax	533.48
Plus: Special Assessments	0.00
Total tax due	533.48
Less: 5% discount, if paid by February 17, 2026	(26.67)
Amount due by February 17, 2026	506.81
Or pay in two installments (with no discount)	
Payment 1: Pay by March 2, 2026	266.74
Payment 2: Pay by October 15, 2026	266.74

Penalty on 1st Installment & Specials:	
March 3, 2026	3%
May 1, 2026	6%
July 1, 2026	9%
October 15, 2026	12%
Penalty on 2nd Installment:	
October 16, 2026	6%

FOR ASSISTANCE, CONTACT:
Office: Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694
Website: www.burleigh.gov

*Your canceled check is your receipt for your payment.
No receipt will be issued.*



Parcel Number: 1990-001-001
Statement Number: 33178

☐ Check here to request receipt

Enter the amount you are paying on this parcel if less than full amount: _____

Amount due	20,445.41
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Pay by March 2, 2026	20,445.41
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MAKE CHECK PAYABLE TO:

Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694

Return with remittance

Statement No: 33178

Physical Location
3805 E BISMARCK EXPY
BISMARCK, ND

2025 TAX BREAKDOWN

Net consolidated tax	0.00
Plus: Special Assessments	<u>20,445.41</u>
Total tax due	20,445.41
Pay by March 2, 2026	20,445.41

Legal Description

BLK:1
MISSOURI VALLEY COMPLEX Block: 1 LOTS 4-
5, LOTS 7-15 & LOTS 18-19

Special assessments:

Principal	20,445.41
Interest	0.00
Installment payment due	20,445.41
Remaining balance due	40,890.82

Legislative Tax Relief:

2023	2024	2025
0.00	0.00	0.00

Tax Distribution (3-year comparison):

2023 2024 2025

True and Full Value			
Taxable Value	0	0	0
Less: Homestead credit	0	0	0
Disabled Veteran credit	0	0	0
Net Taxable Value	0	0	0

Total mill levy	259.900	257.379	237.100
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Taxes By District (in dollars):

Consolidated Tax	0.00	0.00	0.00
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Net effective tax rate	0.00%	0.00%	0.00%
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Penalty on 1st Installment & Specials:

March 3, 2026	3%
May 1, 2026	6%
July 1, 2026	9%
October 15, 2026	12%

Penalty on 2nd Installment:

October 16, 2026 6%

FOR ASSISTANCE, CONTACT:

Office: Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694
Website: www.burleigh.gov

2025 Burleigh County Real Estate Tax Statement

Your canceled check is your receipt for your payment.
No receipt will be issued.



1990-001-700

Parcel Number: 1990-001-700
Statement Number: 33179

☐ Check here to request receipt

Enter the amount you are paying on this parcel if less than full amount: _____

Consolidated Tax	0.00
Plus Special Assessments	8,508.27
Amount due	8,508.27
Pay by March 2, 2026	8,508.27

BURLEIGH COUNTY
PO BOX 5518
BISMARCK ND 58506-5518

MAKE CHECK PAYABLE TO:
Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694

----- ✂ ----- ✂ ----- Return with remittance ----- ✂ ----- ✂ -----

2025 Burleigh County Real Estate Tax Statement

Statement No: 33179

Parcel Number
1990-001-700

Jurisdiction
010101 CITY OF BISMARCK

Owner
BURLEIGH COUNTY

Physical Location
3805 E BISMARCK EXPY
BISMARCK, ND

2025 TAX BREAKDOWN	
Net consolidated tax	0.00
Plus: Special Assessments	8,508.27
Total tax due	8,508.27
Pay by March 2, 2026	8,508.27

Legal Description
BLK:1
MISSOURI VALLEY COMPLEX Block: 1 LOT 16
(BUCKSTOP JUNCTION)

Special assessments:	
Principal	8,508.27
Interest	0.00
Installment payment due	8,508.27
Remaining balance due	17,016.53

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Legislative Tax Relief:	0.00	0.00	0.00
Tax Distribution (3-year comparison):	<u>2023</u>	<u>2024</u>	<u>2025</u>
True and Full Value			
Taxable Value	0	0	0
Less: Homestead credit	0	0	0
Disabled Veteran credit	0	0	0
Net Taxable Value	<u>0</u>	<u>0</u>	<u>0</u>
Total mill levy	<u>259.900</u>	<u>257.379</u>	<u>237.100</u>
Taxes By District (in dollars):			
Consolidated Tax	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net effective tax rate	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>

Penalty on 1st Installment & Specials:	
March 3, 2026	3%
May 1, 2026	6%
July 1, 2026	9%
October 15, 2026	12%
Penalty on 2nd Installment:	
October 16, 2026	6%

FOR ASSISTANCE, CONTACT:
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Bismarck, ND 58506
Phone: 701.222.6694
Website: www.burleigh.gov

2025 Burleigh County Real Estate Tax Statement

Your canceled check is your receipt for your payment.
No receipt will be issued.



1990-001-905

Parcel Number: 1990-001-905
Statement Number: 33181

☐ Check here to request receipt

Enter the amount you are paying on this parcel if less than full amount: _____

Consolidated Tax	0.00
Plus Special Assessments	2,721.96
Amount due	2,721.96
Pay by March 2, 2026	2,721.96

BURLEIGH COUNTY
PO BOX 5518
BISMARCK ND 58506-5518

MAKE CHECK PAYABLE TO:
Burleigh County Treasurer
PO Box 5518
Bismarck, ND 58506
Phone: 701.222.6694

----- ✂ ----- ✂ ----- Return with remittance ----- ✂ ----- ✂ -----

2025 Burleigh County Real Estate Tax Statement

Statement No: 33181

Parcel Number
1990-001-905

Jurisdiction
010101 CITY OF BISMARCK

Owner
BURLEIGH COUNTY

Physical Location
3715 E BISMARCK EXPY
BISMARCK, ND

2025 TAX BREAKDOWN	
Net consolidated tax	0.00
Plus: Special Assessments	2,721.96
Total tax due	2,721.96
Pay by March 2, 2026	2,721.96

Legal Description
BLK:1
MISSOURI VALLEY COMPLEX Block: 1 LOT 17
LESS 4-H BUILDING

Special assessments:	
Principal	2,721.96
Interest	0.00
Installment payment due	2,721.96
Remaining balance due	5,443.92

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Legislative Tax Relief:	0.00	0.00	0.00
Tax Distribution (3-year comparison):	<u>2023</u>	<u>2024</u>	<u>2025</u>
True and Full Value			
Taxable Value	0	0	0
Less: Homestead credit	0	0	0
Disabled Veteran credit	0	0	0
Net Taxable Value	0	0	0
Total mill levy	259.900	257.379	237.100
Taxes By District (in dollars):			
Consolidated Tax	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net effective tax rate	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>

Penalty on 1st Installment & Specials:	
March 3, 2026	3%
May 1, 2026	6%
July 1, 2026	9%
October 15, 2026	12%
Penalty on 2nd Installment:	
October 16, 2026	6%

FOR ASSISTANCE, CONTACT:
Office: Burleigh County Treasurer
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Bismarck, ND 58506
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