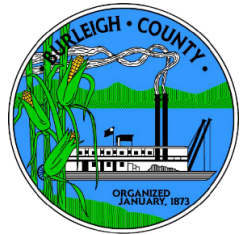




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



Burleigh County Commission Meeting Agenda

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

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

April 21, 2025

5:00 PM

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 April 7, 2025, meeting minutes and bills.
5. Consent Agenda:
 - a. Abatements.
 - b. 2nd access permit.
 - c. Special use Permits.
6. Sheriff Leben:
 - a. Quarterly Report.
7. County Human Resources Director Binder:
 - a. HRIS/Payroll/Timekeeping software.
8. County Planning Director Flanagan:
 - a. Schatz special use permit request.
 - b. Amend Article 8 section 30 Data Centers.
 - c. BESS moratorium.
9. Comm. Munson:
 - a. Fireworks discussion.
 - b. Public Health Discussion.
 - c. Ag and Equestrian Center.
10. Chairman Bitner:
 - a. Continuation of investment Discussion.
 - b. Continuation of Auditor/Treasurer Discussion.
11. Other Business.

12. Adjourn.

The next regularly scheduled Commission meeting will be on May 5th, 2025.

Mark Splonskowski

Burleigh County Auditor/Treasurer

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
APRIL 7th, 2025**

5:00 PM

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

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

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the agenda with moving item eight to item seven, item sixteen to item eight, item fourteen to item nine, and moving item fifteen to the next meeting. All members present voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the amended December 16th, 2024 meeting minutes and the March 17th, 2025, March 22nd, 2025, March 29th, 2025, and April 2nd, 2025 meeting minutes as well as the approval of the bills. Comm. Schwab, Bakken, Munson, and Chair Bitner voted 'AYE'. Comm. Woodcox voted 'NAY'. ***Motion carried.***

The following abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the office of the Burleigh County Auditor/Treasurer.

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Ida & Benjamin Erickson	2023	Lot 3, Block 2, East Valley Estates	100% Disabled Veteran	\$403,400	\$331,400
James & Marie Mills	2024	Auditor's Lot 8 in SW1/4, Section 17, Apple Creek Township	Error in property description	\$193,600	\$167,600
New Fortune Real Estate LLC	2023	Lot 8, Block 12, Riverview	Error in property description	\$347,900	\$280,200
New Fortune Real Estate LLC	2024	Lot 8, Block 12, Riverview	Error in property description	\$345,700	\$280,200
Tyler Maher	2024	Lot 3, Block 6, Boulder Ridge 2nd Addn, plus undiv. Interest in common areas	90% Disabled Veteran	\$406,800	\$285,300
Richard & Marilyn Strom	2023	Lot 8, Block 7, Wheatland Hills	50% Homestead Credit	\$253,600	\$153,600
Richard & Marilyn Strom	2024	Lot 8, Block 7, Wheatland Hills	50% Homestead Credit	\$270,700	\$170,700
Cecil & Darcie Uglov	2023	Lot 10, Block 3, Replat of Calkins	50% Homestead Credit	\$168,900	\$84,450

Cecil & Darcie Uglow	2024	Lot 10, Block 3, Replat of Calkins	50% Homestead Credit	\$168,300	\$84,150
Kevin Murschel	2023	S20' of Lot 1 Unit C, Block 2, Arman	50% Homestead Credit	\$167,400	\$83,700
Kevin Murschel	2024	S20' of Lot 1 Unit C, Block 2, Arman	100% Homestead Credit	\$175,600	\$0
Donavon Hatzenbuhler	2024	Unit 114 Pinecrest Condo, Lots 9-12 & W10.2' of Lot 13, Block 14, Wachter's 2nd	50% Disabled Veteran	\$105,300	\$52,650
Tanner & Ashley Russell	2024	Lot 2, Block 9, Washington Heights 2nd	50% Disabled Veteran	\$350,700	\$260,700
Wayne & Sharon Keeler	2025	2011 28 x 56, ser #220AB	50% Homestead Credit	\$90,709	\$45,355
Darlene Kelley	2023	Lot 10, Block 3, Jennings 1st	100% Homestead Credit	\$223,400	\$23,400
Darlene Kelley	2024	Lot 10, Block 3, Jennings 1st	100% Homestead Credit	\$229,600	\$29,600
Roberta Nelson	2023	Lot 3, Block 7, Wachter's 6th	50% Homestead Credit	\$274,000	\$174,000
Eric Juno	2024	1971 Townhouse Rollohome 66 x 14	Mobile home removed from lot in 2024	\$7,288	\$0
Eric Juno	2025	1971 Townhouse Rollohome 66 x 14	Mobile home removed from lot in 2024	\$7,288	\$0
Timothy Keller	2024	1972 Schult 58 x 14, VIN #I109723	Mobile home removed from lot in 2024	\$6,428	\$0
Timothy Keller	2025	1972 Schult 58 x 14, VIN #I109723	Mobile home removed from lot in 2024	\$6,428	\$0
Virgil Kuntz	2024	1970 Star 64 x 14	Mobile home removed from lot in 2024	\$7,169	\$0
Virgil Kuntz	2025	1970 Star 64 x 14	Mobile home removed from lot in 2024	\$7,169	\$0
Marriah Potter	2023	1970 Kenwood 66 x 14, VIN #R321	Mobile home removed from lot in 2023	\$7,288	\$0

Marriah Potter	2024	1970 Kenwood 66 x 14, VIN #R321	Mobile home removed from lot in 2023	\$7,288	\$0
Marriah Potter	2025	1970 Kenwood 66 x 14, VIN #R321	Mobile home removed from lot in 2023	\$7,288	\$0
Derle Marchus	2024	1977 Rollohome 66 x 14, VIN 31802	Mobile home removed from lot	\$8,285	\$0
Derle Marchus	2025	1977 Rollohome 66 x 14, VIN 31802	Mobile home removed from lot	\$8,285	\$0
Claudine Pochant	2025	1998 Schult 16 x 76, serial #R280513	50% Homestead Credit	\$36,675	\$18,337
Marvin Herauf	2025	1979 Atlantic 56 x 24, serial #479014-3230	100% Homestead Credit	\$14,918	\$0
Marlys Geinert	2024	Lot A of Lot 6 & Lot A of Lot 7 less that part taken for R/W, Block 0, Pollock's Addn	Error in property description	\$264,400	\$185,100
Dale & Ellen Schafer	2024	Lot 4, Block 1, Promontory Point IV 2nd Replat	100% Disabled Veteran	\$572,700	\$392,700
Larry Holzer	2024	Lot 14 less N15', Block 16, Lincoln Replat B 16	100% Homestead Credit	\$205,300	\$5,300
Katherine Hager	2023	Lot 10, Block 11, Replat pt Marian Park 2nd	50% Homestead Credit	\$208,300	\$108,300
Katherine Hager	2024	Lot 10, Block 11, Replat pt Marian Park 2nd	50% Homestead Credit	\$232,500	\$132,500
Vaughn Chesrown	2024	Lot 2 except E2' & E4' of Lot 1, Block 6, North Hills 1st	50% Homestead Credit	\$224,900	\$124,900
Jerome Rodgers	2024	Lot 2, Block 1, Gateway 3rd	100% Homestead Credit	\$440,400	\$240,400
Marcy Krueger	2024	Lot 15, Block 1, Welle	100% Homestead Credit	\$370,500	\$170,500
Rosella Ohlhauser	2024	1979 Medallion 68 x 16, serial #5193N	100% Homestead Credit	\$10,805	\$0
Rosella Ohlhauser	2025	1979 Medallion 68 x 16, serial #5193N	100% Homestead Credit	\$10,805	\$0
Donald DuFrame	2024	Lot 4, Block 4, Fort Lincoln Est #1	100% Homestead Credit	\$259,200	\$59,200

Donald DuFrame	2025	Lot 4, Block 4, Fort Lincoln Est #1	100% Homestead Credit	\$237,300	\$37,300
Marcia Barnes	2023	Lot 9, Block 18, S & W Third	50% Homestead Credit	\$174,800	\$74,800
Laurie Jean Newman	2025	1999 Schult 28 x 64, serial #R288353AB	50% Homestead Credit	\$65,372	\$32,686
Bernice Fuchs	2023	Lots 9-10, Block 26, Sturgis	100% Homestead Credit	\$207,600	\$7,600
Gerald & Susan Tschider	2024	S60' of Lot 3, Block 2, Jennings 1st	50% Homestead Credit	\$297,400	\$197,400
Margaret Elkin	2024	Lot 3, Block 1, Register's 1st	50% Homestead Credit	\$176,500	\$88,250
Rodney & Marlene Hanson	2024	Unit 1433 Washington Circle Condos, Aud Lots 1-2 of Lots A-F of Lots 23-26, Block 30, Wachter's 3rd	100% Homestead Credit	\$219,000	\$19,000
Alvina Mehlhoff	2024	Lot 14, Block 1, Weston Village 1st &b undivided int in common area	50% Homestead Credit	\$245,000	\$145,000
Marilyn Campbell	2024	Unit 3E the Sheraton Condo, Aud Lot A, Gateway Commons	100% Homestead Credit	\$134,100	\$0
Ronald Dockter	2025	2009 Friendship 64 x 28, serial #MY0931412AB	Combined parcels - moved mobile home w/ parcel CW-142- 76-00-09-120	\$103,667	\$0
Lorraine Ferderer	2023	Lot 3, Block 2, Cottonwood Lake 6th Add Replat	50% Homestead Credit	\$328,300	\$228,300
Lorraine Ferderer	2024	Lot 3, Block 2, Cottonwood Lake 6th Add Replat	50% Homestead Credit	\$315,600	\$215,600
Carleen Hennenfent	2023	Unit XXV Meadow Brook Condos, Lot 55 less N150', Block 23, Southwood Terrace 2nd Replat	100% Homestead Credit	\$234,600	\$34,600
Carleen Hennenfent	2024	Unit XXV Meadow Brook Condos, Lot 55 less N150', Block 23, Southwood Terrace 2nd Replat	100% Homestead Credit	\$246,400	\$46,400
James Fetter	2023	Lots 9-10 less W20' for alley, Block 41, Flannery & Wetherby	50% Homestead Credit	\$321,500	\$221,500
James Fetter	2024	Lots 9-10 less W20' for alley, Block 41, Flannery & Wetherby	50% Homestead Credit	\$339,800	\$239,800
Patricia Stadig	2025	1986 Riveroaks 16 x 76, serial #981	100% Homestead Credit	\$22,934	\$0

Janice Jensen	2024	Lot 9, Block 23, S & W 6th Addn	100% Homestead Credit	\$215,000	\$15,000
Joan Orvik	2025	1987 Bellavista 76 x 16, serial #78 A15685	100% Homestead Credit	\$24,612	\$0
Judy Braley	2023	2012 Redman 32 x 68, ser #A000579AB	100% Homestead Credit	\$131,539	\$0
Judy Braley	2024	2012 Redman 32 x 68, ser #A000579AB	50% Homestead Credit	\$131,539	\$65,769
Margaret Kiefer	2023	Unit 3214 Hay Creek Meadows Condos, Lots 6-9, Block 4, Hay Creek Meadows	50% Homestead Credit	\$196,100	\$98,050
Margaret Kiefer	2024	Unit 3214 Hay Creek Meadows Condos, Lots 6-9, Block 4, Hay Creek Meadows	50% Homestead Credit	\$203,000	\$103,000
Richard Lorenz	2023	E100' of Lots 11-12, Block 46, Governor Pierce	50% Homestead Credit	\$234,900	\$134,900
Richard Lorenz	2024	E100' of Lots 11-12, Block 46, Governor Pierce	50% Homestead Credit	\$240,000	\$140,000
James & Jane Morgan	2024	Lot 8, Block 8, Highland Acres	100% Homestead Credit	\$340,100	\$140,100
Leora & Dirk Bauer	2024	Lot 14, Block 2, Meadow Valley	50% Homestead Credit	\$291,100	\$191,100
Bob & Patty Gefre	2023	Unit 3335 Rolling Hills Condos I, Lot 1, Block 1, East Hills Addn Replat	50% Homestead Credit	\$314,800	\$214,800
Beverly Prom	2025	1992 Schult 28 x 56, serial #R255399AB	50% Homestead Credit	\$39,984	\$19,992
Brenda Medeiros	2024	Lot 12, Block 2, Edgewood Village 1st & undiv int in common areas Lots 1, 10, 14, 23, 34, 39, & 50	100% Homestead Credit	\$390,700	\$190,700
Andy Schmit	2024	Lot 8 less SELY 2', said 2' being measured adj & parallel to lot line common to Lots 7-8 & SELY 2' Lot 9 said 2' meas adj & parallel to Lots 8-9, Block 1, the Pointe	50% Homestead Credit	\$369,600	\$269,600
Marlyn Pegors	2024	SW1/4 28-139-76	100% Homestead Credit	\$35,400	\$0
Bonnie & Bruce Trom	2024	Lot 5, Block 4, Fort Lincoln Est #1	50% Homestead Credit	\$331,000	\$231,000

Bonnie & Bruce Trom	2025	Lot 5, Block 4, Fort Lincoln Est #1	50% Homestead Credit	\$293,400	\$193,400
Linda Masseth	2023	Unit 12 & garage 8, Washington Court Condos Bldg 2036, Lot C, Block 13, Replat Homan Acres	100% Homestead Credit	\$113,700	\$0
Linda Masseth	2024	Unit 12 & garage 8, Washington Court Condos Bldg 2036, Lot C, Block 13, Replat Homan Acres	100% Homestead Credit	\$119,700	\$0
Barb Schantz	2023	Unit 120, Riverside Park Condos, pt of NW1/4NW1/4 sec 5 & pt of gov lot 1 sec 6 138-80, Block 5, City Lands 138-80	100% Homestead Credit	\$234,700	\$34,700
Barb Schantz	2024	Unit 120, Riverside Park Condos, pt of NW1/4NW1/4 sec 5 & pt of gov lot 1 sec 6 138-80, Block 5, City Lands 138-80	100% Homestead Credit	\$217,400	\$17,400
Scott & Corey Detling -Garry & Betty Detling-	2023	Lot 15, Block 2, Vision Heights	50% Homestead Credit	\$92,200	\$46,100
Scott & Corey Detling -Garry & Betty Detling-	2024	Lot 15, Block 2, Vision Heights	50% Homestead Credit	\$102,700	\$51,350
Veronica Schneider	2024	Unit 17 & parking space 8 & storage area 14 & undivided int in common area, Lots 3-6, Block 1, Replat of Calkins	100% Homestead Credit	\$104,300	\$0
Betty Peterson	2023	Lot 16, Block 2, Northridge	100% Homestead Credit	\$172,000	\$0
John Weisz	2024	Lot 9, Block 9, Marian Park 1st	100% Homestead Credit	\$251,400	\$51,400
Leora & Dirk Bauer	2023	Lot 14, Block 2, Meadow Valley	50% Homestead Credit	\$274,600	\$174,600
Tim & Patty Thorsness	2024	Lot 7 less 683 sq ft in tract beg @ NW cor Lot 7 NELY along N L line 160.38 to NE cor 58.67'	50% Homestead Credit	\$235,200	\$135,200
Connie Heer	2024	Lot 2B of Lot 2, Block 2, Kilber North Addition	50% Homestead Credit	\$309,200	\$209,200
Brian Burkett	2024	Lot 7, Block 21, Meadow Valley 4th	50% Homestead Credit	\$270,700	\$170,700
Cynthia Sanford	2023	W 40' of Lot 19, Block 4, Gateway Addn	50% Homestead Credit	\$301,200	\$201,200

Beverly Herner	2024	Unit 201 Capital Arms Condos, Lot 9, Block 7, Casey's 2nd	50% Homestead Credit	\$161,800	\$80,900
Semsudin (Sam) Basic	2025	1977 Holly Park 14 x 66, serial #M604297	100% Homestead Credit	\$7,983	\$0
Gary & Margo Dietz	2024	Lot 12, Block 1, Briardale	100% Disabled Veteran	\$334,800	\$154,800
Sandy Svihla	2025	1974 Rollhome 70 x 14, serial #J1276	100% Homestead Credit	\$7,814	\$0
Brenda McLellan	2024	Lot 4, Block 2, Apple Meadows 2nd	50% Homestead Credit	\$347,400	\$247,400
Kim & Debbie Sabot	2024	Unit 2 East Hills Condo 1509+1519, Lots 2-3, Block 3, East Hills Addn Replat	50% Homestead Credit	\$326,300	\$226,300
Deborah Frank	2024	Unit 13, South Aires Condo, S76' of Lot 2, all Lot 3 & N34' of Lot 4, Block 17, Wachter's 2nd	100% Homestead Credit	\$102,700	\$0
Rosemary Ridley	2023	Lot 3, Block 2, Wachter's 5th	100% Homestead Credit	\$238,400	\$38,400
Rosemary Ridley	2024	Lot 3, Block 2, Wachter's 5th	100% Homestead Credit	\$243,200	\$43,200
Brenda Hausauer	2023	Lot 2, Block 6, Marian Park 2nd	50% Homestead Credit	\$248,700	\$148,700
Brenda Hausauer	2024	Lot 2, Block 6, Marian Park 2nd	50% Homestead Credit	\$267,000	\$167,000
Lynette Lewis	2025	1970 Blairhouse 66 x 14, serial #5505Z	100% Homestead Credit	\$7,096	\$0
Charlie Deichert	2024	Lot 14, Block 2, Sattler's Sunrise 1st	50% Homestead Credit	\$282,600	\$182,600
Cynthia Kellogg	2024	Unit 3 Owens Ave Condos, S170' of Lot 12 less Lot 12A, Block 18, Replat Tibesar's 1st Subdivision	50% Homestead Credit	\$185,800	\$92,900
Ronda Fox	2024	Unit A Bldg 3212 Arrow Head Ranch, Lots 4,6,8,10, Block 1, Pebble Creek 8th Rpt & Lot 15 less WLY 148' of SLY 180', Block 2, Pebble Creek 8th	100% Homestead Credit	\$306,900	\$106,900
Lavata Becker	2024	Lot 16, Block 4, Cottonwood Parkview Addn	100% Homestead Credit	\$484,900	\$351,567

Steven Rustand	2023	N57.5' of Lot 6, Block 10, Riverview	100% Homestead Credit	\$192,100	\$0
Steven Rustand	2024	N57.5' of Lot 6, Block 10, Riverview	50% Homestead Credit	\$194,500	\$97,250
Eileen Bavendick	2023	Lot 2, Block 19, Jennings 4th	100% Homestead Credit	\$279,400	\$79,400
Eileen Bavendick	2024	Lot 2, Block 19, Jennings 4th	100% Homestead Credit	\$279,900	\$79,900
Dennis & Joan Peltz	2023	Lot 18, Block 4, Heritage Park Addn	50% Homestead Credit	\$485,100	\$385,100
Dennis & Joan Peltz	2024	Lot 18, Block 4, Heritage Park Addn	50% Homestead Credit	\$514,600	\$414,600
Barb Knutson	2023	NE1/4 29-139-77	100% Homestead Credit	\$128,100	\$0
Barb Knutson	2024	NE1/4 29-139-77	50% Homestead Credit	\$138,600	\$69,300
Fabian John Kramer	2023	Lot 5, Block 00, B + R Estates	100% Homestead Credit	\$238,900	\$138,900
Fabian John Kramer	2024	Lot 5, Block 00, B + R Estates	100% Homestead Credit	\$248,400	\$148,400
Jean Kessler	2023	Unit 209 Ave C Townhouses, N1/3 of Lot 7 & all Lot 8, Block 10, Northern Pacific	100% Homestead Credit	\$87,000	\$0
Jean Kessler	2024	Unit 209 Ave C Townhouses, N1/3 of Lot 7 & all Lot 8, Block 10, Northern Pacific	100% Homestead Credit	\$96,000	\$0

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the Ida & Benjamin Erickson, James & Marie Mills, New Fortune Real Estate LLC, Tyler Maher, Richard & Marilyn Strom, Cecil & Darcie Uglow, Kevin Murschel, Donavon Hatzenbuehler, Tanner & Ashley Russell, Wayne & Sharon Keeler, Darlene Kelley, Roberta Nelson, Eric Juno, Timothy Keller, Virgil Kuntz, Marriah Potter, Derle Marchus, Claudine Pochant, Marvin Herauf, Marlys Geinert, Dale & Ellen Schafer, Larry Holzer, Katherine Hager, Vaughn Chesrown, Jerome Rodgers, Marcy Krueger, Rosella Ohlhauser, Donald DuFrame, Marcia Barnes, Laurie Jean Newman, Bernice Fuchs, Gerald & Susan Tschider, Margaret Elkin, Rodney & Marlene Hanson, Alvina Mehlhoff, Marilyn Campbell, Ronald Dockter, Lorraine Ferderer, Carleen Hennenfent, James Fetter, Patricia Stadig, Janice Jensen, Joan Orvik, Judy Braley, Margaret Kiefer, Richard Lorenz, James & Jane Morgan, Leora & Dirk Bauer, Bob & Patty Gefre, Beverly Prom, Brenda Medeiros, Andy Schmit, Marlyn Pegors, Bonnie & Bruce Trom, Linda Masseth, Barb Schantz, Scott & Corey Detling, Garry & Betty Detling, Veronica Schneider, Betty Peterson, John Weisz, Leora & Dirk Bauer, Tim & Patty Thorsness, Connie Heer, Brian

Burkett, Cynthia Sanford, Beverly Herner, Semsudin (Sam) Basic, Gary & Margo Dietz, Sandy Svihla, Brenda McLellan, Kim & Debbie Sabot, Deborah Frank, Rosemary Ridley, Brenda Hausauer, Lynette Lewis, Charlie Deichert, Cynthia Kellogg, Ronda Fox, Lavata Becker, Steven Rustand, Eileen Bavendick, Dennis & Joan Peltz, Barb Knutson, Fabian John Kramer, Jean Kessler abatements and the consent agenda in its entirety. All members present voted 'AYE'. **Motion carried.**

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the National Public Safety Telecommunications Week Proclamation for April 13th through the 19th. All members present voted 'AYE'. **Motion carried.**

County States Attorney Julie Lawyer presented information regarding the redesignation of the Auditor/Treasurer position to an appointed position. Lawyer stated that the ability to redesignate the Auditor/Treasurer position comes from state law and that the change to the Home Rule Charter was to add a provision allowing the commission to convert the office to an appointed position as allowed by state law. This change to the Home Rule Charter also added a provision allowing the commission to follow state law concerning the organization and structure of elected county offices. Lawyer provided information on N.D.C.C. § 11-09.1-05(6) regarding the powers of the commission under the Home Rule Charter. She stated that the redesignation of offices would go to a vote of the people if contested. Lawyer listed the job duties of the Auditor/Treasurer and showed a list of counties with an appointed auditor and their corresponding budget amounts. She presented example resumes with education and work experience and asked which one the commission wanted to be in charge of the county's finances. Lawyer stated that the resumes were from existing appointed auditors from Fargo and Grand Forks as well as those that had ran for county auditor for Burleigh County in the last two elections. She presented different options including redesignating the Auditor/Treasurer to appointed by resolution and separating the Auditor/Treasurer into two offices, either elected or appointed by resolution. Lawyer said that the current preliminary resolution can be modified, however, if drastically modified, more public hearings should be had. She said that a special election could be called for a specific resolution.

County Auditor/Treasurer Mark Splonskowski presented information on county investments and answered questions from the Commission. Splonskowski specified that the varying interest rates were dependent upon the type of investment, the amount, and the duration. He said when investing, at least three different banks are contacted for quotes on their interest rates to determine where to invest. Splonskowski described the process of taking cash deposits to the bank in response to a question from Comm. Schwab. Discussion was had and recommendations were made to start using an armored currier service to take the deposits to the bank.

County Deputy Finance Director Taylor Schmidt presented information regarding the payment of election workers and the distribution of their annual tax forms. Schmidt explained per the IRS, election workers are employees who pay taxes on their income, but don't have to have taxes withheld and don't pay FICA taxes unless they are over \$2,300 (2024). Election workers are only issued a W-2 if their income is \$600 or more. Schmidt listed the number of election workers, the number that were onboarded, and the number that received W-2s for the last four election cycles. Chair Bitner stated that if there are any election workers who received the late W-2s and who incurred extra costs with their taxes associated with this, to contact the

Auditor/Treasurer's Office for reimbursement. Discussion was had regarding the possible penalties and fines that could be assessed to the County due to the delay in W-2s.

County Finance Director Leigh Jacobs presented a review of fiscal year 2024. He discussed the general fund and road & bridge fund's revenues and expenditures. Jacobs said that there was an increase to the general fund's reserves which was due to inaccurate budget forecasting and utilizing incorrect reserve balances during the budgeting process. He offered information regarding the negative year end fund balances and the corrections that were made to fix those balances. He said that these negative fund balances could be attributed to the breakdown of the Treasurer's function.

Chair Bitner started the public hearing regarding the plan on redesignating the elective office of Burleigh County Auditor/Treasurer to appointive office and handed the meeting over to Vice-Chair Bakken.

- Vice-Chair Bakken stated that this was the final public hearing and online comments can still be submitted at Burleigh.gov through April 15th, 2025.
- Vice-Chair Bakken opened the public hearing to the public for comment. Deann Zaun, Desiree Hilborn, Clint Feland, Marlan Haakenson, Lanny Kenner, Marvin Lepp, Charles Tuttle, Collin Engelhardt, Doug Schonert, Travis Jensen, and Pat Schonert all spoke against the Auditor/Treasurer position becoming an appointed position. Kelly Cermak, Karl Rakow, and Curtis Jundt spoke in favor of the Auditor/Treasurer position becoming an appointed position. Vice-Chair Bakken passed the meeting back to Chair Bitner.

Commission Recessed & Reconvened

Chairman Bitner requested the new Facilities Director Robert Hook to introduce himself and give some background information. Hook stated that he spent thirty years in law enforcement and three terms as Sheriff before working in facilities management. He said that he would be overseeing the Provident Building, Courthouse, Detention Center, Burleigh East, and working with the highway department on their facility. Motion by Comm. Bakken, 2nd by Comm. Munson to approve Robert Hook's appointment as Facilities Director. All members present voted 'AYE'. **Motion carried.**

Dan Schaff of HTG Architects presented information regarding the additional costs that will be incurred due to longer construction times for the Provident Building renovations. Schaff stated that the original contract was \$558,000 which is about 4.6% to 5.5% of the original building estimate and the new contract amount being 5.4% to 6.5% of the original building estimate. Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the additional fees. All members voted 'AYE'. **Motion carried.**

Chairman Bitner discussed the committee that has been tasked with sorting through the information regarding the redesignation of the Auditor/Treasurer position to an appointed position. He stated that he can't yet give a time frame as to when the committee will be done with the review.

County Sheriff Kelly Leban presented the North Dakota Department of Transportation traffic safety grant. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the acceptance of \$8,000 from the safety grant. All members present voted 'AYE'. **Motion carried.**

Sheriff Leban presented bids for the renovation of the Sheriff's Departments Burleigh East building. He said on April 1st, 2025 the bids were opened and for the general construction, mechanical, and electrical. Leban stated there were three bids with Dakota West Contracting being the lowest bidder for general construction. He said that a bid from Central Mechanical was not opened as it was returned to the wrong location per the instructions for the submission of bids. States Attorney Julie Lawyer stated the century code relating to bid openings and recommended the bid not be accepted due to it being dropped off at the wrong location. Motion by Comm. Munson, 2nd by Comm. Bakken to reject the bid that was dropped off at the wrong location. Commissioners Munson, Woodcox, and Bakken voted 'AYE'. Commissioners Bitner and Schwab voted 'NAY'. **Motion carried.** Leban said that due to adverse situations that had taken place when working with Dakota West Contracting in the past, that the next lowest bid, Roers Construction, should be accepted instead. He stated that since Roers Construction bid was more than the Dakota West bid, the project could be done in phases to push back some of the costs. Motion by Woodcox, 2nd by Bakken to reject the low bid of Dakota West and accept the next lowest bid of Roers Construction for general construction, accept the lowest bid of Northern Plains Plumbing & Heating for mechanical, and accept the lowest bid from Bergstrom Electric for electrical. All members present voted 'AYE'. **Motion carried.**

Missouri Valley Complex Chairwoman Kay LaCoe provided a presentation regarding the Missouri Valley Complex. Jason Petryszyn from Swenson, Hagen, & Co discussed information regarding wetland delineation, re-zoning, and the plat development schedule for the Missouri Valley Complex and discussion was had. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Missouri Valley Complex Committee to go out for bids for the delineation of the Missouri Valley Complex. Commissioners Bakken, Woodcox, and Munson voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.**

LaCoe introduced a representative from the Ag & Equestrian Complex Committee who gave a presentation on a proposed Burleigh County Equestrian & Ag Center. Bismarck Mandan Chamber EDC President Brenda Nagel spoke in favor of the project. Discussion was had. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the request of the Missouri Valley Complex Committee on behalf of the Equestrian & Ag Committee to proceed with the project plan development of the proposed Burleigh County Equestrian & Ag Center on the site identified in the preliminary plat as a Burleigh County project. Commissioners Bakken, Woodcox, and Munson voted 'AYE'. Commissioner Schwab and Chairman Bitner voted 'NAY'. **Motion carried.**

LaCoe presented a recommendation regarding the hay and ag leases located at the Missouri Valley Complex. She stated that the Missouri Valley Complex Committee does not recommend leasing the ag land in 2025 due to site access needs for project work and wetland surveying, and instead to plant a grass cover crop with the possibility of a contract for hay in the fall of 2025. The Committee recommends leasing the hay land for 2025. Motion by Comm. Munson, 2nd by Comm. Bakken to have advertise the hay land for lease for 2025. All members present voted 'AYE'. **Motion carried.** Motion by Comm. Munson, 2nd by Comm. Bakken to advertise the ag land for lease for 2025 with the expectations the lease holder will seed with a cover crop at

the end of the 2025 season. Commissioners Bakken, Schwab, Munson, and Chairman Bitner voted 'AYE'. Commissioner Woodcox voted 'NAY'. **Motion carried.**

County Engineer Marcus Hall presented a resolution to vacate a section line for Wachter Development, Inc. Motion by Comm. Bakken, 2nd by Comm. Munson to accept the petition and set May 5th, 2025 @ 5:00pm as the time and date for the public hearing. All members present voted 'AYE'. **Motion carried.**

County Planning Director Mitch Flanagan presented a request from Sterling Township to provide services for issuing permits and conducting building inspections for the project known as Love's Gas Station and Travel Center. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the service agreement. All members present voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented a request for approval of the Summit Point 2nd subdivision final plat. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Summit Point 2nd subdivision final plat. All members present voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented a request to approve Article 8 Section 29 regarding solar energy systems. Discussion was had regarding the inclusion of solar farms in the ordinance. Flanagan stated that the County currently does not have any ordinances about solar energy systems on the books and that having an ordinance in place gives the County the ability to control the requests. Comm. Bakken said he could approve this ordinance if future discussion was had on placing a moratorium on solar farms in the County. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the ordinance. All members present voted 'AYE'. **Motion carried.**

Planning Director Flanagan presented a recommendation to allow administrative changes to a platted non-access line. Motion by Comm. Bakken, 2nd by Comm. Munson to allow administrative changes to a platted non-access line. All members present voted 'AYE'. **Motion carried.**

In other business, Chairman Bitner brought up the Primary Residence Property Tax Credit and the affects it has on the County and apportionment.

Meeting Adjourned

Mark Splonskowski,
County Auditor/Treasurer

Brian Bitner,
Chairman

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

Abate #	Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
25-221	Talon Bitz	2024	Lot 18, Block 7, Casey's 2nd	Error in property description	\$282,800	\$264,300
25-222	Delano & Lorene Balkowitsch	2023	Lot 8, Block 1, Elk Ridge Addn	Error in property description	\$665,300	\$585,300
25-223	Delano & Lorene Balkowitsch	2024	Lot 8, Block 1, Elk Ridge Addn	Error in property description	\$698,100	\$618,100
25-248	William & Laurie Mulnix	2024	Unit 623 Ave C Townhouses, N1/3 of Lot 7 & all Lot 8, Block 10, Northern Pacific	90% Disabled Veteran	\$19,240	\$9,620
25-285	Wanda Lamontagne	2024	S2' of Lot 3 & all Lot 4, Block 9, Southwood Terrace	100% Disabled Veteran	\$295,700	\$115,700
25-286	Patricia Trottier	2023	Tract 3281 of Lot 5, Block 3, Haycreek Meadows	100% Disabled Veteran	\$251,600	\$71,600
25-287	Patricia Trottier	2024	Tract 3281 of Lot 5, Block 3, Haycreek Meadows	100% Disabled Veteran	\$258,700	\$78,700
25-291	Gary Quinlen	2024	Lot 2, Block 2, Promised Land	90% Disabled Veteran	\$254,800	\$173,800
25-310	John Jacobson	2024	W1/2 of S1/2 of E 1 acre of Aud lot 7 less S33', Block 7, Park Hill (Aud Lots)	100% Homestead Credit	\$193,800	\$64,600
25-311	Derald Horn Sr	2025	1982 Champion 48 x 24, serial # 0520028664	50% Homestead Credit	\$14,462	\$7,231
25-312	Thomas & Doris Weiss	2025	2002 Schult 60 x 27, serial # R308263AB	50% Homestead Credit	\$67,018	\$33,509
25-313	Deborah Frank	2023	Unit 13, South Aires Condo, S76' of Lot 2, all Lot 3 & N34' of Lot 4, Block 17, Wachter's 2nd	50% Homestead Credit	\$97,200	\$48,600
25-314	Darwin & Laura Lee	2023	Lot 1, Block 9, Riverview	50% Homestead Credit	\$190,800	\$95,400
25-315	Darwin & Laura Lee	2024	Lot 1, Block 9, Riverview	50% Homestead Credit	\$195,500	\$97,750
25-316	Michael & Mary Sahli	2023	Lot 35, Block 5, Eastside Heights	50% Homestead Credit	\$295,200	\$195,200

25-317	Michael & Mary Sahli	2024	Lot 35, Block 5, Eastside Heights	100% Homestead Credit	\$303,400	\$103,400
25-318	Randy & Lori Smith	2025	1992 Guerdon Americana 26 x 60, serial #41926814A	50% Disabled Veteran	\$39,780	\$19,890
25-319	Timothy & Regina Davidson	2025	2017 Friendship Showcase 28 x 56, serial #FMT410MN17-50733A1B	50% Homestead Credit	\$99,882	\$49,941
25-320	Sharon Litton	2024	Lotb 48, Block 5, Falconer Estates	100% Homestead Credit	\$723,700	\$523,700
25-321	Darlene Osborn	2023	SE1/4 35-142-78	100% Homestead Credit	\$93,600	\$0
25-322	Darlene Osborn	2024	SE1/4 35-142-78	100% Homestead Credit	\$93,600	\$0
25-323	Cynthia Landenberger	2024	Part Lot 1 S200' of N300' of Wly 200', Block 1, Johnson's 2nd	50% Homestead Credit	\$271,200	\$171,200
25-324	Jeffery & Victoria Haas	2023	Unit 4 & garage 4 (bldg 872) San Angelo Dr Condo Assoc, Lots 3-5, Block 2, Cottonwood Lake 5th	50% Homestead Credit	\$196,000	\$98,000
25-325	Betty Eggers	2023	Lot 3, Block 9, Gateway Addition	50% Homestead Credit	\$280,100	\$180,100
25-326	Betty Eggers	2024	Lot 3, Block 9, Gateway Addition	50% Homestead Credit	\$296,100	\$196,100
25-327	Rodney Poppinga	2023	Lot 3, Block 1, Lemieux	100% Homestead Credit	\$261,100	\$61,100
25-328	Rodney Poppinga	2024	Lot 3, Block 1, Lemieux	100% Homestead Credit	\$276,400	\$76,400
25-329	Dale & Judith Naben	2023	Lot 18, Block 1, Southland Addn	50% Homestead Credit	\$510,000	\$410,000
25-330	Dale & Judith Naben	2024	Lot 18, Block 1, Southland Addn	50% Homestead Credit	\$536,200	\$436,200
25-331	James Schneider; Robert & Michelle Schneider	2024	Lot 9 & N18' of Lot 10, Block 83, William's Survey	100% Homestead Credit	\$120,600	\$80,400

25-332	Hermenegilda Berg	2024	Unit 5 & garage G-5 Fox Hill Condos, Lot 1, Block 1, Replat L10 B1 North Hills 1st	100% Homestead Credit	\$89,800	\$0
25-333	Michael John Nagel	2024	Lot 2, Block 4, Marian Park 2nd	100% Homestead Credit	\$225,700	\$25,700
25-334	Pat Tidball	2024	1973 Western 14 x 68, serial # 73470118W	100% Homestead Credit	\$7,311	\$0
25-335	Margaret Wald	2024	Lot 16, Block 5, East View	100% Homestead Credit	\$210,500	\$10,500
25-336	Harlin & Marilyn Miller	2024	Beg on W line 295'S & 125'E of NW cor, E75' N95' W75' to beg, Block 6, Lincoln	100% Homestead Credit	\$229,800	\$29,800



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Memo

Date: April 21, 2025

To: Mark Splonskowski
County Auditor

From: Marcus J. Hall P.E.
County Engineer

RE: Second access permit for Brandon Fraser

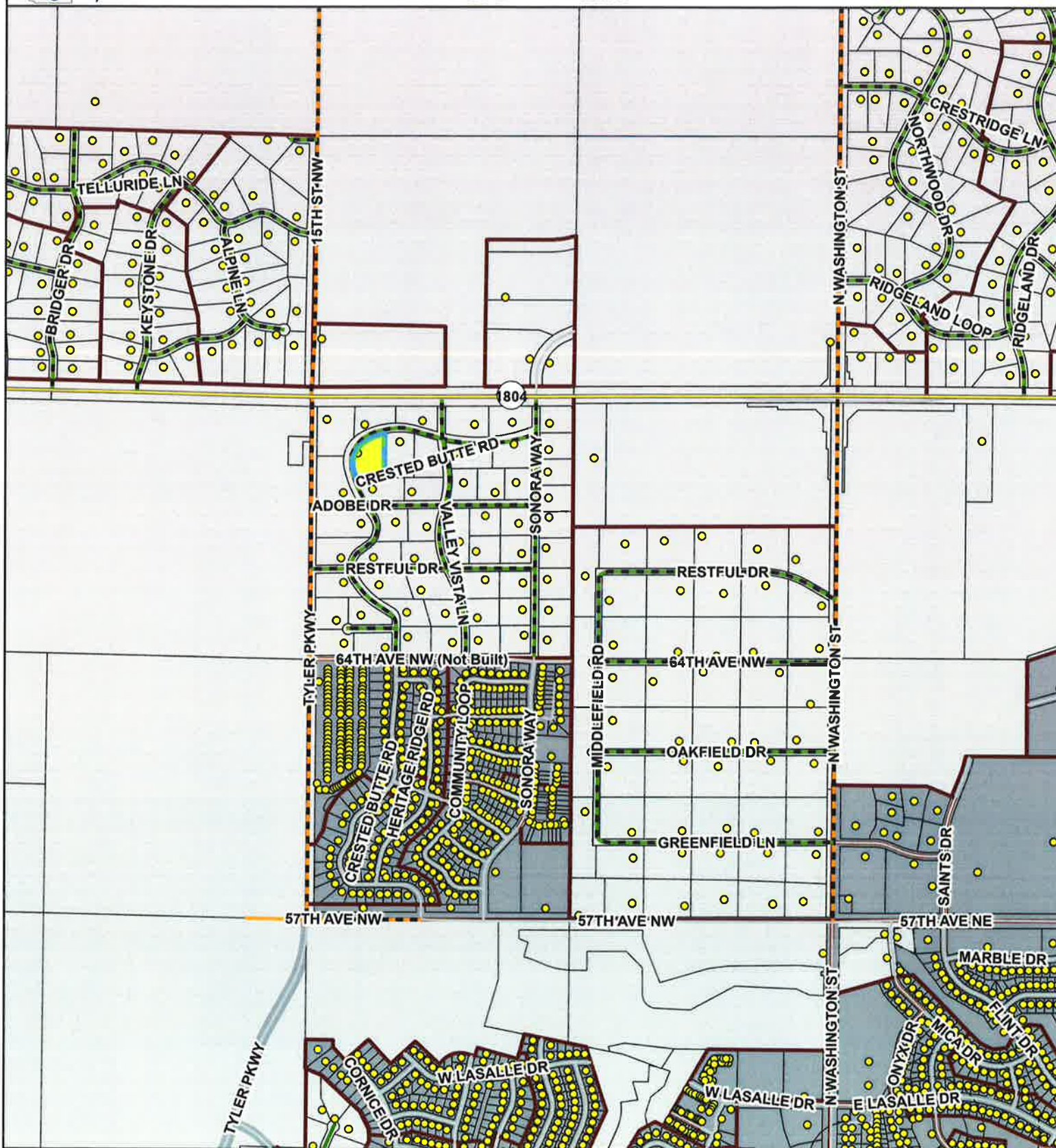
Brandon Fraser from 6805 Crested Butte Road (Crested Butte Amended Block 04, Lot 3) has requested a second access permit to his property. Both the first and second access approaches are off of Crested Butte Road. He wishes to have a second approach off of Crested Butte Road in order to have better access his property. We have reviewed the location of the new proposed access off of Crested Butte Road and have determined that it will meet our requirements.

Please place the approval of a 2nd approach for Brandon Fraser on the April 21, 2025 County Board Consent Agenda.

2nd Approach Permits Requirements

A second approach permit shall be granted by the County Engineer unless the application does not meet one of the following criteria:

- 1) The distance between adjacent approaches and the requested approach must be larger than 100 feet (center to center distance)
- 2) The requested approach provides adequate sight distance for the given speed zone (As set forth in "A Policy on Geometric Design of Highways and Street" by AASHTO.)
- 3) The second approach meets standards set out in the existing Burleigh County Zoning Ordinance.



PARCEL ID: 31-139-80-29-04-030

OWNER: FRASER, BRITT & BRANDON

ACRES: 2.852

SITE ADDRESS: 6805 CRESTED BUTTE RD

MAIL ADDRESS: 4009 IVORY LN, BISMARCK, ND 58503

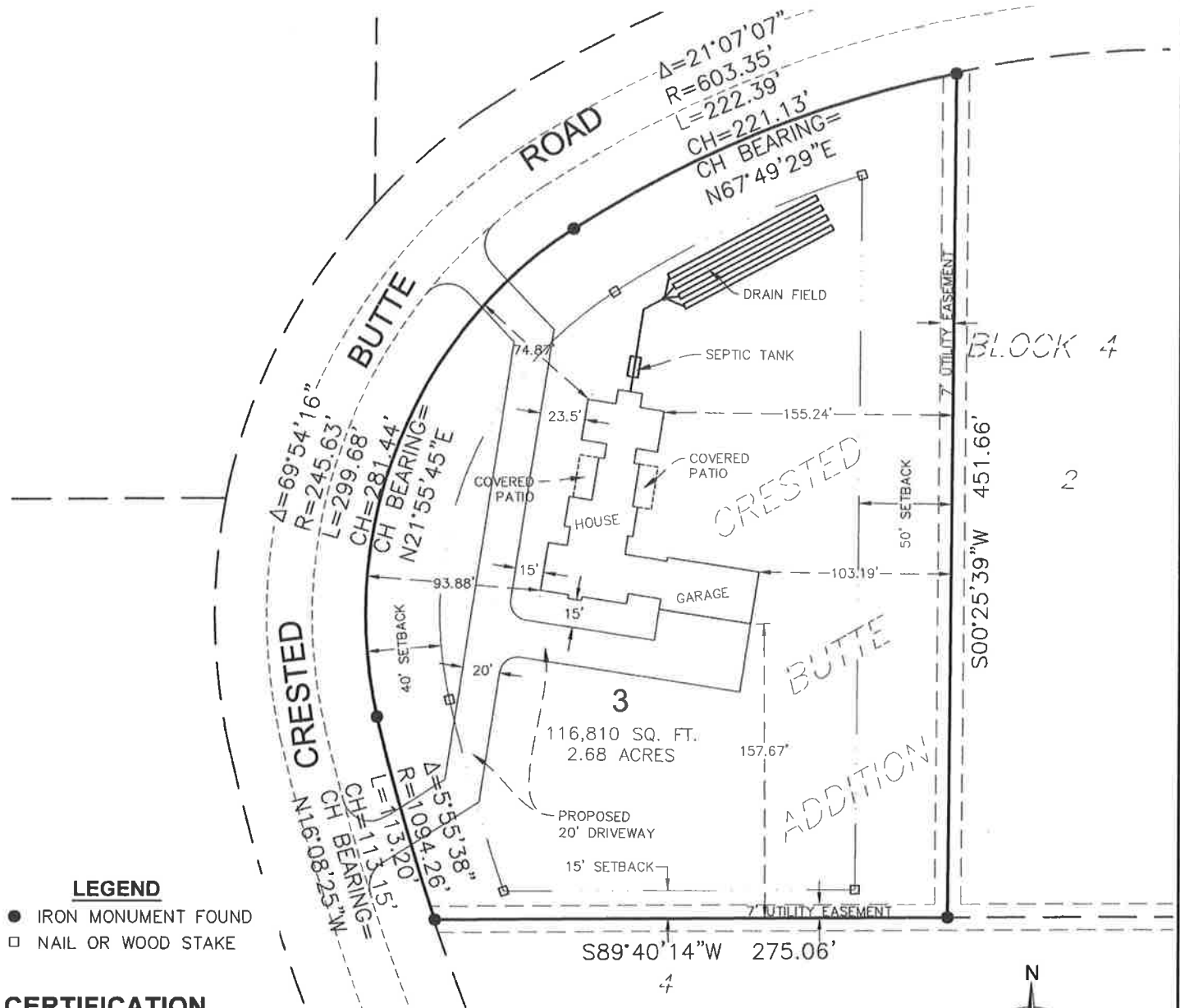
LEGAL: CRESTED BUTTE AMENDED Block 04 L3 432875 & 506283



PARCEL ID: 31-139-80-29-04-030 OWNER: FRASER, BRITT & BRANDON ACRES: 2.852
 SITE ADDRESS: 6805 CRESTED BUTTE RD
 MAIL ADDRESS: 4009 IVORY LN, BISMARCK, ND 58503
 LEGAL: CRESTED BUTTE AMENDED Block 04 L3 432875 & 506283

LOT SURVEY EXHIBIT

LOT 3, BLOCK 4, CRESTED BUTTE ADDITION,
BURLEIGH COUNTY, NORTH DAKOTA



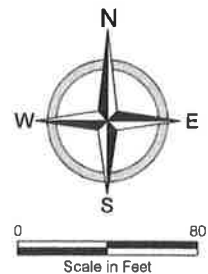
LEGEND

- IRON MONUMENT FOUND
- NAIL OR WOOD STAKE

CERTIFICATION

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF NORTH DAKOTA.

James Alber
JAMES ALBER, R.L.S.
N.D. LICENSE NO. LS-4730



BASIS OF BEARINGS:
NORTH DAKOTA STATE
PLANE COORDINATE SYSTEM,
NAD83(1986), SOUTH ZONE.

BURLEIGH BUILDERS

6805 CRESTED BUTTE ROAD
BISMARCK, NORTH DAKOTA

PROJECT No.	30140
DATE:	3.4.25
REVISED:	3.31.25
DRAFTER:	JA
REVIEWER:	TW





GAMING SITE AUTHORIZATION

ND OFFICE OF ATTORNEY GENERAL

SFN 17996 (4-2023)

G - _____ (_____) _____
Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

James K McAleer AMVETS POST 20

This organization is authorized to conduct games of chance under the license granted by the North Dakota Attorney General at the following location

Name of Location

Flash's Place

Street

1401 Highway 83 NE

City

Sterling

ZIP Code

58572

County

Burleigh

Beginning Date(s) Authorized

7-1-2025

Ending Date(s) Authorized

6-30-2026

Number of Twenty-One
tables, if zero, enter "0"

0

Specific location where games of chance will be conducted and played at the site (required)

pull tabs will be conducted in the bar area excluding bathrooms

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization must provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)



Bingo



Club Special



Sports Pools



ELECTRONIC Quick Shot Bingo



Tip Board



Twenty-One



Raffles



Seal Board



Poker



ELECTRONIC 50/50 Raffle



Punchboard



Calcuttas



Pull Tab Jar



Prize Board



Paddlewheel with Tickets



Pull Tab Dispensing Device



Prize Board Dispensing Device



Paddlewheel Table



ELECTRONIC Pull Tab Device

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

APPROVALS

Attorney General

Date

Signature of City/County Official

Date

PRINT Name and official position of person signing on behalf of city/county above

INSTRUCTIONS:

1. City/County - Retain a **copy** of the Site Authorization for your files.
2. City/County - Return the **original** Site Authorization form to the Organization.
3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval

RETURN ALL DOCUMENTS TO:

Office of Attorney General
Licensing Section
600 E Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040
Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9413 (7-2023)

License Number (Office Use Only)

Site Owner (Lessor) <u>Wendelyn Krous</u>		Site Name <u>Flash's Place</u>		Site Phone Number <u>701-387-5817</u>
Site Address <u>1401 Highway 83 NE</u>		City <u>Sterling</u>	State <u>ND</u>	Zip Code <u>58572</u>
County <u>Burleigh</u>				
Organization <u>James K McAleer AMVETS POST 20</u>	Rental Period <u>7-1-2025</u> to <u>6-20-2026</u>			Monthly Rent Amount
1. Is Bingo going to be conducted at the site?				<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.				<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes \$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____				<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes \$
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____				\$
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____				<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes \$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input type="checkbox"/> Jar Bar <input checked="" type="checkbox"/> Standard Dispensing Device				<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes \$ <u>400.00</u>
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices <u>8</u>				<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes \$ <u>1100.00</u>
Total Monthly Rent				\$ <u>1500.00</u>
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input type="checkbox"/>				

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance. The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a credit ticket voucher from an electronic tab device, winning pull tab involving a dispensing device, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device, and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessors on call or temporary or permanent employee(s) will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming credit ticket vouchers from an electronic pull-tab device, or pull tabs or prize boards involving a dispensing device, the lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

A LESSOR who is an officer or board member of an organization may not participate in the organization's decision-making that is a conflict of interest.

At the LESSOR's option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor <u>Wendelyn Krous</u>	Title <u>owner</u>	Date <u>3-24-2025</u>
Signature of Lessee <u>BCP Baithis</u>	Title <u>Commander</u>	Date <u>3-31-25</u>



GAMING SITE AUTHORIZATION
ND OFFICE OF ATTORNEY GENERAL
SFN 17996 (4-2023)

25-003

G - _____ (_____) _____
Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

Dakota Junior Golf Association

This organization is authorized to conduct games of chance under the license granted by the North Dakota Attorney General at the following location

Name of Location

Apple Creek Country Club

Street 8921 E Highway 10	City Bismarck	ZIP Code 58501	County Burleigh
------------------------------------	-------------------------	--------------------------	---------------------------

Beginning Date(s) Authorized 7/1/2024-5	Ending Date(s) Authorized 6/30/2026	Number of Twenty-One tables, if zero, enter "0" 2
---------------------------------------------------	-----------------------------------------------	-------------------------------------------------------------

Specific location where games of chance will be conducted and played at the site (required)

South side of site. Excluding restrooms.

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization must provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)

<input type="checkbox"/> Bingo	<input type="checkbox"/> Club Special	<input type="checkbox"/> Sports Pools
<input type="checkbox"/> ELECTRONIC Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input checked="" type="checkbox"/> Twenty-One
<input type="checkbox"/> Raffles	<input type="checkbox"/> Seal Board	<input type="checkbox"/> Poker
<input type="checkbox"/> ELECTRONIC 50/50 Raffle	<input type="checkbox"/> Punchboard	<input type="checkbox"/> Calcuttas
<input type="checkbox"/> Pull Tab Jar	<input type="checkbox"/> Prize Board	<input type="checkbox"/> Paddlewheel with Tickets
<input checked="" type="checkbox"/> Pull Tab Dispensing Device	<input type="checkbox"/> Prize Board Dispensing Device	<input type="checkbox"/> Paddlewheel Table
<input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device		

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

APPROVALS

Attorney General	Date
Signature of City/County Official	Date
PRINT Name and official position of person signing on behalf of city/county above	

INSTRUCTIONS:

1. City/County - Retain a **copy** of the Site Authorization for your files.
2. City/County - Return the **original** Site Authorization form to the Organization.
3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval

RETURN ALL DOCUMENTS TO:

Office of Attorney General
Licensing Section
600 E Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040
Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9413 (7-2023)

License Number (Office Use Only)

Site Owner (Lessor) Apple Creek Country Club		Site Name Applecreekcountryclub		Site Phone Number (701) 258-5234
Site Address 8921 East Highway 10	City Bismarck	State ND	Zip Code 58504	County Burleigh
Organization Dakota Junior Golf Association	Rental Period 7/1/2024 to 6/30/2026			Monthly Rent Amount
1. Is Bingo going to be conducted at the site?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		<input type="checkbox"/> No <input type="checkbox"/> Yes		\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		\$
Number of Tables with wagers over \$5 2 X Rent per Table \$ 0				\$ 0.00
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input type="checkbox"/> Jar Bar <input type="checkbox"/> Standard Dispensing Device		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices 5		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		\$ 875.00
Total Monthly Rent				\$
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input type="checkbox"/>				

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance.

The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a credit ticket voucher from an electronic tab device, winning pull tab involving a dispensing device, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device, and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessors on call or temporary or permanent employee(s) will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming credit ticket vouchers from an electronic pull-tab device, or pull tabs or prize boards involving a dispensing device, the lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

A LESSOR who is an officer or board member of an organization may not participate in the organization's decision-making that is a conflict of interest.

At the LESSOR's option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor 	Title GM	Date 2-3-25
Signature of Lessee 	Title President	Date 4-4-25



GAMING SITE AUTHORIZATION
ND OFFICE OF ATTORNEY GENERAL
SFN 17996 (4-2023)

G - _____ (_____) _____
Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

Dakota Junior Golf Association

This organization is authorized to conduct games of chance under the license granted by the North Dakota Attorney General at the following location

Name of Location

Hawktree, Inc.

Street 3400 Burnt Boat Drive	City Bismarck	ZIP Code 58503	County Burleigh
Beginning Date(s) Authorized 7/1/2025	Ending Date(s) Authorized 6/30/2026	Number of Twenty-One tables, if zero, enter "0" 2	

Specific location where games of chance will be conducted and played at the site (required)

East side of site. Excluding restrooms.

If conducting **Raffle** or **Poker** activity provide date(s) or month(s) of the event(s) if known

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)

<input type="checkbox"/> Bingo	<input type="checkbox"/> Club Special	<input type="checkbox"/> Sports Pools
<input type="checkbox"/> ELECTRONIC Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input checked="" type="checkbox"/> Twenty-One
<input type="checkbox"/> Raffles	<input type="checkbox"/> Seal Board	<input type="checkbox"/> Poker
<input type="checkbox"/> ELECTRONIC 50/50 Raffle	<input type="checkbox"/> Punchboard	<input type="checkbox"/> Calcuttas
<input type="checkbox"/> Pull Tab Jar	<input type="checkbox"/> Prize Board	<input type="checkbox"/> Paddlewheel with Tickets
<input type="checkbox"/> Pull Tab Dispensing Device	<input type="checkbox"/> Prize Board Dispensing Device	<input type="checkbox"/> Paddlewheel Table
<input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device		

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

APPROVALS

Attorney General	Date
Signature of City/County Official	Date
PRINT Name and official position of person signing on behalf of city/county above	

INSTRUCTIONS:

1. City/County - Retain a **copy** of the Site Authorization for your files.
2. City/County - Return the **original** Site Authorization form to the Organization.
3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval

RETURN ALL DOCUMENTS TO:

Office of Attorney General
Licensing Section
600 E Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040
Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9413 (7-2023)

License Number (Office Use Only)

Site Owner (Lessor) Hawktree Inc.		Site Name Hawktree		Site Phone Number (701) 751-7070
Site Address 3400 Burnt Boat Drive	City Bismarck	State ND	Zip Code 58503	County Burleigh
Organization Dakota Junior Golf Association	Rental Period 7/1/2025 to 6/30/2026			Monthly Rent Amount
1. Is Bingo going to be conducted at the site? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts. <input type="checkbox"/> No <input type="checkbox"/> Yes				\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 <u> </u> X Rent per Table \$ <u> </u> Number of Tables with wagers over \$5 <u>2</u> X Rent per Table \$ <u>0</u>				\$ 0.00
3. Is Paddlewheels conducted at this site? Number of Tables <u> </u> X Rent per Table \$ <u> </u> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				\$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input type="checkbox"/> Jar Bar <input type="checkbox"/> Standard Dispensing Device <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				\$
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices <u>3</u> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes				\$ 300.00
Total Monthly Rent				\$ 300.00
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input type="checkbox"/>				

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance.

The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a credit ticket voucher from an electronic tab device, winning pull tab involving a dispensing device, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device, and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessors on call or temporary or permanent employee(s) will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming credit ticket vouchers from an electronic pull-tab device, or pull tabs or prize boards involving a dispensing device, the lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

A LESSOR who is an officer or board member of an organization may not participate in the organization's decision-making that is a conflict of interest.

At the LESSOR's option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor <i>Mich Stone</i>	Title <i>Food and Beverage Manager</i>	Date <i>4-11-25</i>
Signature of Lessee <i>[Signature]</i>	Title <i>President</i>	Date <i>4/4/25</i>

**LOCAL PERMIT OR RESTRICTED EVENT PERMIT**

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

Permit Number

Permit Type (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games Authorized

☐ Bingo ☒ Raffle ☐ Raffle by a Political or Legislative District Party
☐ 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 Dakota Woodturners		Dates Authorized (Read Instruction 2) August 8, 2025	
Organization or Group Contact Person Peggy Rudick	E-mail nosunone36@gmail.com	Telephone Number 701-361-4009	
Mailing Address 3009 Baltimore Drive	City Bismarck	State ND	ZIP Code 58504

SITE INFO

Site Name Pat Schweitzer Home		County Burleigh	
Site Address 410 Greenfield	City Bismarck	State ND	ZIP Code 58501

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.)

Selling raffle tickets from May 10, 2025 through August 7, 2025. Drawing Date is August 8, 2025.

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

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

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

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

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

(1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.

(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

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

CITY OR COUNTY CONTACT PERSON

Printed Name of City or County Official	Title of City or County Official	Telephone Number	E-mail Address
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.

Information required to be preprinted on a standard raffle ticket:

1. Name of Organization;
2. Ticket Number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or six thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. Print the authorizing city or county and permit number
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an non-guaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

North Dakota Administrative Code 99-01.3-05-02(4) states that an employee may not sell a ticket on a site where another organization is licensed or has a permit unless the employee is granted permission by the lessor and other organization.

North Dakota Administrative Code 99-01.3-05-01 through 99-01.3-05-05 (Raffles) in its entirety can be reviewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

INSTRUCTIONS:

After a city or county governing board has authorized an organization to receive a local permit or restricted event permit, the city or county must complete the form.

1. Enter the city or county assigned "Permit Number".
2. Enter the beginning and ending date(s) for which the permit is authorized. **Note: Unexact blanket dates will not be accepted**
 - a. A permit must be on a fiscal year basis from July first to June thirtieth or on a calendar year basis.
 - b. A local permit can be issued for one or more events per fiscal year.
 - c. The "Dates Authorized" must only be the actual dates of the event(s) and does not include the dates the organization is selling tickets.
 - d. For a "one time" event permit, the beginning and ending date for "Dates Authorized" is the date of the event date.
 - e. If a local permit is issued for more than one event, enter the date of the first event as the beginning date and the date of the last event as the ending date.
 - f. A permit may not be issued more than twelve months prior to the first raffle drawing date.
 - g. A restricted event permit may be issued for only one event per year. If the organization has received a local permit during a fiscal year, it may not receive a restricted event permit. If the organization received a restricted event permit during the fiscal year, it may not receive a local permit.
3. Permits must provide the specific dates of event(s), site name, and site physical address. If there are multiple event dates that do not fit on the permit, a separate sheet must be submitted with the permit that provides a list of all event dates.
4. Enter any restriction place on the organization or group, such as days of the week or designation of an area at a site where games may be conducted.
5. When a restricted event permit is issued, provide a "Report on a Restricted Event Permit (SFN 52880)" form to the organization or be sure they know the form is available at <https://attorneygeneral.nd.gov/licensing-and-gaming/licensing/charitable-gaming> by scrolling to the bottom of the page.
6. Give the organization or group the completed permit form, keep a copy for your records, and **send a copy within 14 days** by email to agogaming@nd.gov, fax to (701) 328-3535 or by mail to:

Office of Attorney General
Gaming Division
600 E Blvd Ave, Dept. 125
Bismarck, ND 58505-0040

If you have questions on the local permit or restricted event permit process, please call: 1-800-326-9240

**APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT**

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (4-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*Games to be conducted ☐ Raffle by a Political or Legislative District Party☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker* ☐ Twenty-One* ☐ Paddlewheels*

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

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

Name of Organization or Group Dakota Woodturners		Dates of Activity (Does not include dates for the sales of tickets) Drawing date-August 8, 2025	
Organization or Group Contact Person Peggy Rudick	E-mail nosunone36@gmail.com	Telephone Number 701-361-4009	
Business Address	City	State	ZIP Code
Mailing Address (if different) c/o 3009 Baltimore Drive	Bismarck	ND	58504

SITE INFO

Site Name Pat Schweitzer home		County Burleigh	
Site Physical Address 410 Greenfield	City Bismarck	State ND	ZIP Code 58501
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.) May 10, 2025 through Aug 7, 2025			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	See Attached	\$ 3265.00
Total (limit \$40,000 per year)		\$ 3265.00

Intended Uses of Gaming Proceeds*See Attached*

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)

☐ Yes ☒ No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)

☐ Yes ☒ No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)

☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)

☐ Yes ☒ No

Name Ron Day	Title President	Telephone Number 701-319-8607	E-mail Address daygoose@bis.midco-net
Signature of Organization or Group's Top Official <i>Ron Day</i>		Title President	Date 4/12/2025

Dakota Woodturners Raffle 2025

1	Segmented Bowl	200
2	Roller Ball Pen	125
3	Box	100
4	Pepper Mill - Spectra ply	100
5	Platter - 13"	95
6	Bowl with Painted Rim	90
7	Singapore Ball	90
8	Zentangle Sphere	90
9	Rolling Pin & Holder	85
10	Segmented Bowl	75
11	Bowl	75
12	Lidded Box	75
13	Lidded Box	75
14	Lidded Box	75
15	Textured Bowl	75
16	Woodburned Platter	75
17	Pair of vases	75
18	Textured Sphere	75
19	Large Bowl	75
20	Hollow form	75
21	Bowl	70
22	Platter	70
23	Decorative Rimmed Bowl	70
24	Bowling Pin Vase	60
25	Bowling Pin Vase	60
26	7" Live Edge Bowl	60
27	Elm Vase	60
28	Elm Bowl	60
29	Segmented Bowl	60
30	Pen Turned on Rose Engine Lath	60
31	Acrylic Pen	50
32	Vase	50
33	Acorn Box	50
34	Wooden Bowl	50
35	Rimmed Bowl	50
36	Medium Bowl	50
37	5" Lidded Box	45
38	Inside out ornament and stand	45
39	Cedar Bowl 6"	40
40	6" Bowl	40
41	Misc. Items	40
42	2 Jars with Candy	40
43	Flower with Spiral Stem	40
44	Toy - Garden Tops	40
45	Russian Olive Bowl	35
46	Pizza Cutter	35
47	Lidded Box	35
48	Purse Hanger	30
49	Seam Ripper	25
50	Bottle Stopper	25
51	Pizza Cutter	20
Total		3265



Sawdust and Shavings

Dakota Woodturners Newsletter

Mandan, ND
February, 2025

Issue 316

AAW Chapter #115

Prez Sez

February 2025

As we begin the month of February, it's time to start preparing for our DWT Spring 2025 Symposium. Over the next few weeks, we will be reaching out for volunteers to contribute to the tasks leading up to the symposium. The responsibilities are all very manageable, and by working together, we can ensure another incredibly successful event. At the February meeting, we will be getting a count of participants for the "hands-on" symposium. For those enjoying warmer climates, remember that our online symposium registration form will be available on our DWT website. Please register promptly to secure your spot. Additionally, if you are willing to mentor during the symposium, please contact a Board member. Your participation and support are greatly appreciated!

As a reminder, during the week of February 10th, we are thrilled to kick off the spring semester of mentoring students at the Bismarck Career Academy. We had an overwhelmingly positive response to the mentor sign-up. There is still plenty of room for more volunteers. The sessions start at 9:25 am (please be there 9:00am) on Monday, February 10th. Your involvement will make a significant impact, and we are excited to see the positive influence our mentors will have on the students.

During the January meeting, we discussed a few donation opportunities for turned items. The Mandan Band Boosters are seeking contributions for their Band Blast event in April, and we also need items for our DWT summer raffle. Additional details on these events can be found in

KEY DATES COMING UP:

February DWT meeting: Sat 02/08/25

Holiday Party Sat 02/08/25

Career Academy Mentoring: 2/10-2/13

the January meeting minutes later in the newsletter. We will also cover these topics again at the February meeting. I know it is still winter and according to the Groundhog Day results we still have six more weeks of winter (I hope that is all we have), so now is a great time to turn a donation item or two. Keep the chips and ribbons flying and do it safely.

Ron Day



Band Boosters Holding 2024 Winnings from DWT



Ron's Spoon Demo 1/11/25

DWT Meeting Minutes

01/11/2025

Recorded by Todd Richardson

Meeting called to order at 8:57

Introduction of Guests – Bruce Wilson has recently moved to Bismarck. He primarily does a flat woodworking and is looking for more connections in the craft. Welcome Bruce.

Stan moved to accept the December minutes as published in the January newsletter. Kleber seconded. Motion carried.

Treasurer's Report – Steve Wolff gave a comprehensive 2024 financial review and 2025 budget forecast. The primary concerns he presented was improving summer raffle sales and transferring some funds into an interest earning account or into CDs. Steve answered questions and agreed to look into options to present to the e-board. Becky Warren moved to accept the report and recommendations, John Warren seconded the motion. Motion carried.

Old Business

Spring Symposium dates have been set for April 25-27. There is a summer demonstrator opportunity as Emma Cook will be potentially available after the AAW Symposium. Details and dates to follow. AAW Symposium is in St. Paul. All are invited to attend.

New Business

Winter Holiday Party to take place on February 8th at the Mandan Eagles. 5:00 Happy Hour and 6:00 dinner. Summer Raffle was discussed. George Scholl made a motion to hold a raffle with the drawing date of Friday August 8th. Denise seconded the motion. Motion carried. Volunteers assembled to assist. Dave Malarkey will be collecting items. Peggy Rudick will be handling ticketing and permitting. Denise Johnson will be available as a resource.

Educational Incentive Awards Applications are due today. Two members have applied so far.

Mandan HS Band Blast opportunity to donate pieces. Band Booster representatives will be at the February meeting to discuss the April event.

Bismarck Career Academy mentoring will be in February and March. Ideally we will have 1:1 mentorship, but 1:2 is okay as well. If you have the time available, any help teaching the kids is appreciated.

While the legislature is in session, we have the opportunity to present our club and demo in the capital. The current date is slated for March 27, but it is subject to available scheduling. Wayne Peterson made a motion to sanction the event. Stan Zalumskis seconded. Motion Carried.

The Career and Technology Teachers Expo will be the first week of August. We will have additional opportunities to display and demo. Potentially hands on classes as well.

Mark Kielpinski was looking for volunteers to turn some of the pen kits donated by Sagsveen. They included various bushings.

Tops for tots – We currently have one of two jugs full. Ron extended a shop invite to any interested in open turning. He's there and available most days. The mystery drawing was parts for a pizza cutter, won by Jerry Duppong. I might show up at his house to judge both his skills at making pizza cutters and his skills at making pizzas.

Show and Share:

Dave Malarkey made another gnome, this one scuba diving. He also brought in an interesting wooden chain and bookmark. Additionally, he had a black walnut vase with a glass liner.

Peggy Rudick brought in segmented bowls, cedar and honey locust as well as a completed star.

George Scholl brought in a boxelder burl hollow bauble ornament with faint watercolor accents and a pillbox. Jon Schuck brought in a completed star. Wayne Petersen made a platter full of first communion goblets from apricot.

Doug Alm brought in a vase made of black walnut and CA glue. T'was teardrop shaped.

Mark Kielpinski brought in bowls of boxelder and ash. He discussed form, grain patterns, and sizing.

James Rudick had something pretty cool, but my notes have failed me as to what it actually means. There is a vase, an egg box, and a goblet listed... but it also says "Multi-Axis and CNC". That sounds great, but the context is lost to the ages. Hopefully there are some clues in the attached pictures

(editor's note: somehow we missed Jim's picture also...this was not a conspiracy Jim). Otherwise perhaps you should ask Jim. Bill Baer showed a quarter sawn platter, a black walnut bowl with maple accent, and the completed star project. Greg Pollert made a bowl of Russian olive. He spoke of the unique grain changes and how that altered his turning to adapt.

Jim Porter brought in a big wide spalted cottonwood bowl, a Florida mahogany live edge bowl, and stars.

Pat Schweitzer brought in a pedestal made from mahogany and maple wood. He's sending it off to the world-famous Kielpinski Zentangle and Embelishment workshop. I expect we'll see it again. Meeting Adjourned at 10:24

Spoon turning demonstration to follow.

January 11 Mtg Show and Share:





DWT E-Board Meeting Minutes
1/28/2025
Recorded by Todd Richardson

Meeting at 12:00 noon at Sickies Garage in Bismarck. Present were Ron Day, Kleber Hadsell, Steve Wolff, George Scholl, Wayne Petersen, and Todd Richardson.

Steve presented his research on CD options, savings accounts, checking, money market accounts, and interest rates. After discussion it was recommended to use FCCU in three different ways. A checking account holding our short term needs, a savings account holding liquid funds for our larger events and operations, and CDs. The CDs would be using staggered start dates so in the event the funds are needed, there is always a CD nearing its maturity date (Also known as a CD Ladder). A motion was made to change banks to FCCU, adopt the three-account system, and add the VP to the account. Second by Kleber. Motion carried. Steve discussed the use of petty cash for small dollar amounts and gave the example of a small postage reimbursement.

Ron presented the nominees and recommendations from the educational committee. George made a motion to approve the recommendations. Steve seconded. Motion carried.

The Spring Symposium rate was discussed. It was agreed to keep it at \$135 for Active members. Kleber made a motion to keep the rate. Steve Wolff seconded. Motion carried. All votes were unanimous.

Meeting ended at 1:00 pm.



Member Vetted Videos:

If you have a video (YouTube, Vimeo, etc...) that you have watched and believe that other DWT turners could benefit from watching it, send us the link. This could be a video related to something that we are working on or interested in, a demonstration of a project (making a bowl, pens, hollow form, etc...) or a related skill (applying finish, sanding, lathe maintenance, etc...). Please include a quick description of what the video is about.

Here are some of the local businesses and organizations that support DWT via discounts, donations, places to meet etc.



Dakota Woodturners

The proceeds of the Dakota Woodturners Raffle are used for educational opportunities and support for community outreach programs.

eym...

**DAKOTA WOODTURNERS CHAPTER
OF THE AMERICAN ASSOCIATION
OF WOODTURNERS, INC.
CORPORATION
A NONPROFIT CORPORATION
BY-LAWS**

Article I - The Dakota Woodturners, a 501 C-3 non-profit organization, is a chapter of the American Association of Woodturners, Inc. (AAW). The chapter's taxpayer identification number: 20-0754460

The chapter was organized by Duncan R. Warren.

The administrative office of the Dakota Woodturners chapter is in Bismarck-Mandan, ND.

The chapter mailing address is:

Dakota Woodturners
PO Box 243
Bismarck, ND 58502- 0243

E-mail address: info@dakotawoodturners.com

All interested parties are welcome to become active members of the Dakota Woodturners.

Article II - The mission of the Dakota Woodturners is to:

1. Provide a meeting place for woodturners.
2. Share ideas and techniques regarding this discipline.
3. Provide for training and growth in woodturning.
4. Educate the public about the art of woodturning including public demonstrations and showings.
5. Encourage all members to become full members of AAW.
6. Support the general purposes of the AAW.

Article III - Officers

1. Election of officers - The Dakota Woodturners shall elect members to the office of President, Vice-President, Secretary, Treasurer, and two (2) members-at-large. Elections will be held annually at the December meeting. Elections shall be held on a staggered basis for President, Vice President, and one at-large member on odd numbered years; and Secretary, Treasurer, and one at-large member on even numbered years. The term of each office shall be two years.
2. Notice of election of officers will be announced at the two meetings

preceding any election.

3. The sitting president shall appoint a nominating committee of at least three members at the September meeting each year. The nominating committee will submit a list of suggested nominees to the general membership at the November meeting. Candidates may also be nominated from the floor of that, or the December meeting, by the membership.
4. The election shall be by secret ballot by a majority of a quorum of the members at the December meeting, unless a motion to elect is unanimously approved by the members at the meeting. The votes shall be counted by three members not associated with the nominating process, appointed by the president. The election results will be announced at the close of the December meeting.
5. Newly elected officers will take office at the January meeting. Assistant officers or additional positions may be elected by the membership or appointed by the President as needed. There is no limitation on the number of terms a member can serve in a particular position.
6. Removal - Any officer elected or appointed, may be removed from office when it is deemed in the best interest of the chapter. This shall be accomplished by a majority vote 50% of the total chapter membership.
7. Vacancies - A term vacancy in any office shall be completed by a member selected by the Executive Board.

Article IV - Duties of the elected officers

- A. President - The President shall be the principal executive officer of the chapter, with duties including, but not limited to:
 1. Presiding over all business meeting of the chapter
 2. Supervision and control of all business affairs of the chapter
 3. Making decisions as necessary to ensure smooth operation of the chapter for the benefit of the membership
- B. Vice-president - In the absence of the President, or in the event of the President's inability to carry out the duties of the office or refusal to act, the Vice-president shall perform the duties of the President, and when so acting, shall have all the power and authority of the office, and shall also be subject to all the restrictions upon the President. The Vice-president shall serve as chair of the chapter's program committee. The Vice-President shall also perform such duties as from time to time may be assigned by the President.
- C. Secretary - The Secretary shall record the significant meeting activities of the Dakota Woodturners chapter, and keep these records in a permanent file. The Secretary must also see that all notices are duly given in accordance with the provisions of the By-Laws or as required. The secretary may request an assistant as needed, and that assistant shall be appointed by the President.
- D. Treasurer - The Treasurer shall ensure that all dues and other fees are collected and properly recorded, and that any chapter bills are paid in a

timely manner. An annual fiscal report shall be provided, in writing, to the members of the chapter during the second meeting following the end of the fiscal year. The outgoing Treasurer shall be assisted by the incoming Treasurer in compiling the annual fiscal report. The Treasurer shall serve as chair of the finance committee, which has the responsibility to develop an annual budget for the ensuing chapter year. The members of the finance committee shall be appointed by the President.

The fiscal year shall be defined as January through December.

- E. The Members-at-large are to perform auxiliary duties as needed and agreed upon by the Executive Board, or assigned by the President.

Article V - Executive Board of the Dakota Woodturners chapter

The Executive Board of the Dakota Woodturners chapter shall be made up of the chapter president, vice-president, secretary, treasurer, immediate past president, and two members-at-large. The Executive Board is the administrative body of the chapter. The Executive Board shall meet at the call of, and at a place determined by, the President.

Such meetings are open to any member of the chapter; however, only the members of the Board have voting privileges. The newsletter editor, the librarian, and the chapter website master are encouraged to attend Board Meetings.

Executive board members absent three consecutive board meetings without a valid reason may be considered inactive and replaced in accordance with Article III, Section 6.

The duties of the Executive Board are as follows:

1. Authorize the Treasurer to pay all bills for materials, workshops, etc. that are included in the annual budget. Expenses greater than \$100 not included in the budget must be submitted to the membership for their approval.
2. Prepare applications for and administer all grant funds according to the intended purpose.
3. Act as the core committee responsible for planning monthly meetings, special events, symposiums, guest demonstrations, public showings, etc.

Article VI - Membership Dues

Calendar year membership dues, based on the recommendation of the Executive Board, will be determined by membership discussion and vote by

the November meeting. Annual dues are to be paid by the January meeting.

The Dakota Woodturners Executive Board, at its discretion, may confer HONORARY LIFETIME MEMBERSHIP to persons who, in its judgment, have made extraordinary contributions to the Dakota Woodturners. Such honorary lifetime members shall receive an award and be exempt from future chapter dues. Members may make recommendations for award consideration by the Executive Board.

Article VII - Meetings

The Dakota Woodturners chapter will meet each month at a time and location arranged by the Executive Board, and approved by the membership. Minutes of the previous meeting and announcement of the upcoming meeting and program will be published in the chapter newsletter, which will be distributed, by approved methods, seven to ten days prior to the meeting.

Meeting format shall follow Robert's Rules of Order.

Article VIII - Quorum Defined

A quorum of members required to vote on chapter business is defined as 25% of the total membership. This number may be increased, on a case-by-case basis by the members then present comprising a quorum as defined. After such vote, the definition of a quorum will revert to that above.

Exception:

If an urgent business matter requiring chapter vote develops and must be resolved between monthly meetings, the President can resort to and act on the results of a telephone or e-mail poll of at least 25% of the qualified voting members. This procedure must be reported at the next meeting and included in that month's minutes.

Article IX - Public Demonstrations of Woodturning

The President or, in his absence, one or more elected members of the Executive Board shall ensure that every public demonstration undertaken in the name of the Dakota Woodturners is sanctioned and recorded by membership vote. All chapter members demonstrating in the name of the chapter at public, chapter sanctioned events must be current in local dues.

Demonstrations, while part of the normal activities, are to be conducted solely at the discretion of chapter officers and all safety and instruction is to be under their explicit direction and control.

The national office strongly recommends placing a sign or notice on or around any lathe used for demonstration that safety eye protection is mandatory, and

a full-face shield must be worn when needed. Use of a dust mask and hearing protection are recommended. The lathe is a potentially dangerous machine to be used at demonstrations only with chapter approved supervision.

Article X - Relationship to the national organization

All elected officers and board members of the Dakota Woodturners chapter of the AAW shall be members in good standing of the American Association of Woodturners, Inc..

While it is understood that the parent organization will provide advice and counsel, as requested, the Dakota Woodturners are advised that the nature and extent of their activities are left to their discretion.

Article XI - Indebtedness

If the Dakota Woodturners chapter needs to incur any debt for, or in the name of, the AAW, it must have written authorization of expenditure specifications from AAW'S national office.

Article XII - American Association of Woodturners Disclaimers - Fiscal and Legal:

The American Association of Woodturners, Inc., specifically disassociates itself from any debts, obligations or encumbrances of the local chapter. The corporate board of directors of AAW is not responsible for the debts, nor shares in the profits of the local chapters. The AAW does not shoulder any legal liability for accidents that occur during events of any kind by a local chapter. The Dakota Woodturners chapter specifically disassociates itself from any debts, obligations or encumbrances of the American Association of Woodturners. The Dakota Woodturners is not responsible for the debts nor shares in the profits of the American Association of Woodturners. The Dakota Woodturners does not shoulder any legal liability for accidents that occur during events of any kind sponsored or not sponsored by the National Organization.

Article XIII - Amendments

These By-Laws may be altered, amended, or replaced and new By-Laws may be adopted by a majority of the qualified members of the chapter casting ballots. Amendments must be proposed with a minimum of one meetings notice before a vote can be cast. Copies of all modifications to these By-Laws must be filed with the national office of AAW.

Article XIV -Acceptance

These By-Laws have been drawn up, agreed upon, and adopted by the Dakota Woodturners chapter.

The original version Dakota Woodturners By-Laws was accepted by the chapter on January 10, 1998. The officers signing the By-Laws at that time were:

Duncan R. Warren - President - 10-Jan-1998
Leonard J. Ressler - Vice-president - 16-Jan-1998
Art Tokash - Secretary - 17-Jan-1998
Pat Schweitzer - Treasurer - 17-Jan-1998

The current update of the Dakota Woodturner By-Laws are accepted by vote of the membership on 11-14-15

The accepting vote is affirmed by signatures of the current officers below.

President - [Signature] Date 11/14/15
Vice-president - [Signature] - Mark Gilchrist Date 11/14/15
Secretary [Signature] Date 11/14/15
Treasurer - [Signature] Date 11/14/15

ITEM

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- I. ADP- 268
 - a. 2024 Billing- \$2,591,063
 - i. 2023-\$1,973,428
 - ii. 2022-\$1,460,385
 - iii. 2021-\$1,825,524 = COVID Housing
 - b. Bookings remain high compared to current ADP.
- II. Alternatives to Jail
 - a. Currently 309 Participants
 - b. Numbers continue to be stable, but trending up.
- III. Staffing
 - a. Continuously remain in hiring process for DO's.
 - i. Current process:
 - 1. Approximately 40 applicants for interview.
 - 2. Looking at filling all positions including some backfill.
 - 3. Interviews this week.
 - ii. Staffing appeared stable leading up to holiday season.
 - c. Current employee recruitment is very positive factor.
- IV. Current Issues for BMDC Governance Board
 - a. 2026 Budget
 - b. Housing Rates
 - c. Maintenance Vacancies

ITEM

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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

Date: April 15, 2025

Re: Human Resource's Agenda items for April 21, 2025, Commission Meeting

Subject 1: 2024 Burleigh County Human Resources Report (Turnover Analysis)

BACKGROUND:

Please see attached report. This is informational and no action is needed.

Subject 2: Payroll/HRIS/Timekeeping/Benefits Administration Software

BACKGROUND:

A summary of our current payroll system, Infinite Visions School ERP Pro:

The payroll software is a feature of the Infinite Visions General Ledger system that Burleigh County uses. Although the payroll software can integrate with the general ledger system, Burleigh County does not have it setup that way. The payroll file gets uploaded into the general ledger system. The Human Resource module is a separate module with an extra cost annually.

If we stay on the current Infinite Visions School ERP Pro server-based product, the following items will be a concern in the near future:

- Infinite Visions is planning on moving exclusively to the online (cloud based) platform in the future, there will be a time in the near future when Infinite Visions will no longer provide updates or client support for the Infinite Visions School ERP Pro server-based software. This will force Burleigh County to move to the online platform. In order to transition to the online platform, all of Burleigh County would have to transition. That includes the Auditor/Treasurer/Tax,

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LINDSAY BROWER

Equalization department along with any other departments that uses Infinite Visions software currently.

- The online Infinite Visions School ERP Pro software has built separate modules and they have ongoing charges for each module:
 - Payroll
 - Human Resources
 - Timekeeping
 - Benefits Administration
- The School ERP Pro software was designed for school districts, so it restricts the processes that we use for employee and payroll processing records. School districts operate differently than counties. School districts are setup on an employee contract basis and that is how School ERP Pro is setup. We have to manipulate the software in order for it to fit the county employee and payroll processes where county employees are not setup on a contract basis.
- I requested a quote for the cost of the online platform for all of the modules including the general ledger system and any other Infinite Visions products that Burleigh County currently uses. I requested the quote in August, 2024, and I still do not have any costs. We have gone through three different sales representatives in that time. I do not even know who our current sales representative is at this point. What the sales representative promised that Infinite Visions School ERP Pro could do in the RFP was just an empty promise. We found out that some of these features are still being tested and other features are only available in the online platform.
- I have reported for over a year that the current School ERP Pro payroll software is having issues with rounding on some reports that are needed for NDPERS. This rounding inaccuracy causes the HR department to manually manipulate the CSV files that are created automatically by the system prior to uploading those files to NDPERS. This has the potential to cause incorrect data to be transmitted and issues with employee retirement contributions or employee pay amounts.
- Infinite Visions help desk representatives have told us that we needed to be on the most current version of Infinite Visions. We updated the software to the newest server-based version (I believe we were thirty-one 31 updates behind). Each update costs Burleigh County extra. That cost is not included in the maintenance support agreement that is charged to Burleigh County annually. This annual maintenance agreement costs Burleigh County around \$100,000.00 each year.
- After applying the updates and having the latest version of School ERP Pro, we are still having the same problems as before. To date these issues have not been resolved.
- The HR department did purchase the Human Resource module and attended training on the Human Resource module. We found out rather quickly that what the sales representative promised as available features in the Human Resource module, were only available if we transitioned to the online platform. This was not helpful in any way to the HR department.
- In August, 2024, I had a conversation with the HR Department portfolio holder – Brian Bitner regarding the disappointment that we were experiencing with Infinite Visions and the empty promises that were given to the HR Department during the RFP process. I asked if we could visit the next two Payroll/HRIS/Timekeeping vendors on the list from the RFP process. I was given

BURLEIGH COUNTY

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permission to work with these two vendors and research if they truly could meet the needs for Burleigh County in the Human Resources Department.

- We have been negotiating with both ADP and Paylocity as the quotes of the two vendors were really close in price and in features. We received a final negotiated price from Paylocity that is the most competitive. I included the latest price quote proposal with my Memo.
- The cost for the implementation for the Paylocity Payroll/HRIS/Timekeeping/Benefits Administration software is \$12,811.00 This is a one-time setup fee. This is the negotiated price for setup. (For comparison, the setup implementation cost for just the Human Resource Module for Infinite Visions was \$10,000.00).
- The monthly costs for the Paylocity product is \$6,685.87 for 450 employees. The cost is charged on a Per Employee Per Month (PEPM) fee basis. If we have more employees that price will go up accordingly and if we have less employees, the price will go down accordingly. The total estimated annual investment is approximately \$83,430.44 (\$3,085.79 per pay period).

I feel that it is important to remind the Commissioners of why we performed the RFP for a new Payroll/ HRIS/Timekeeping software vendor.

- We currently do not have a universal timekeeping system and employees are completing paper timecards and we have timecard reviewers in every department that on every payroll, review the department timecards and then either enter each employee's hours in the time entry screen within Infinite Visions or the reviewer sends an Excel spreadsheet called a Payroll Transmittal Sheet that has the summary of pay type totals by employee in each department, for the specific pay period. Megan Martin HR Assistant II – Payroll and Benefits Specialist, has to manually enter these hours into the Infinite Visions time entry screen for each employee on every Payroll Transmittal Sheet that she receives from the different departments.
- In late 2023 the HR department did some internal research and found that for each pay period (26 per year) Burleigh County spends approximately \$2,500.00 (\$65,000.00 annually) in employee hourly wages just for our current process of reviewing the timecards. This is direct salary costs. This does not include the hours that it takes Megan to actually process the payroll.
- Even with the payroll review process in place, there have been several occasions where an employee was either underpaid or overpaid due to clerical time entry errors. If you remember one of these incidences was a \$20,000.00 overpayment made to one employee. This was on one of our biggest departments that has overtime costs on a regular basis.
- Every payroll file would still upload to the general ledger system from a mapped connection from Paylocity to Infinite Visions.
- The HR Department has to manually calculate required reports such as Turnover, Overtime, Equal Employment Opportunity (EEO-4) and WSI Payroll Compensation reports. These reports takes hours to compile due to the manual entry that is needed to create the report. The

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Turnover Report takes approximately eleven (11) hours to complete due to the manual data gathering and manual calculations that are needed to complete the report. The Overtime report takes approximately twenty (20) hours to create as this has to be done by individually looking up every employee and manually recording their overtime hours and overtime pay, that has incurred in that year. This is done on an annual basis due to the difficulty in compiling the report. Unfortunately, it can only be used for historical purposes, and it is not a real-time tool for department heads.

- We have to manually complete forms for employee direct deposit, W-4 Tax withholding, I-9 forms and policy signatures for each new employee.
- We currently contract with Eide Bailey to process our annual 1095 ACA forms that are required by law. This costs approximately \$5,000.00 annually. Infinite Visions School ERP Pro cannot provide the HTML upload that is needed to be in compliance with the IRS and Social Security Administration for this process. The requirement is that employers with 100 employees or more must file these forms electronically.

Paylocity has reporting and analytics within their HRIS system and these reports are standard in the software and can be created on demand. The timekeeping system will automatically flag any potential errors in time entry that an employee has made. The Paylocity payroll system will be more versatile for the Burleigh County payroll and is not restricted to school district features, such as employee contracts, for payroll. Paylocity includes a Benefits Administration module so the HR department can accurately track open enrollment for employees. This helps us stay in compliance with the Employee Benefits Security Act (EBSA) and some required sections of the Employee Retirement Income Security Act (ERISA). These are two federal laws that guide the compliance of employee benefits plans.

Paylocity also has a time scheduling feature within the Timekeeping software that allows departments to schedule their employees on shifts. This would be beneficial for departments such as Sheriff, Burleigh-Morton Detention Center (BMDC), and Highway Maintenance.

Paylocity has local clients such as Choice Bank, JLG, Rock 30 Games, ND SHRM, and 1st International Bank & Trust (Bob Hook, our new Facilities Director, has used the Paylocity system and when we asked him for his review, he was very favorable toward the Paylocity system).

RECOMMENDATION:

I recommend that the Burleigh County Commission approve moving forward with the Paylocity proposal for our Payroll/HRIS/Timekeeping/Benefits Administration software. I have the setup fee for this product in my 2025 budget and the monthly costs can be estimated and placed in the 2026 Budget.

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
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LINDSAY BROWER

The attached Paylocity proposal includes information about their software product and the costs associated with the software. It also includes two choices for an implementation timeline.

We have negotiated two free months of administration fees and the setup implementation fee was negotiated down from \$15,000.00 to \$12,811.00. Paylocity will also convert three years of payroll and employee data from the Infinite Visions system so we do not have to review two systems in order to complete employee forms. This is beneficial for reporting as all required compliance data will be included in one system.

If the Commission approves the adoption of Paylocity as the new Payroll, HRIS/Timekeeping/Benefits Administration software vendor, I recommend choosing the October Start Plan option. This option would be beneficial for Burleigh County as Paylocity would then complete the 2025 W-2 and 2025 1095 forms for all employees paid through payroll in 2025. This would be an estimated cost savings of \$5,000.00 as we would no longer need to contract with Eide Baily to process our ACA 1095 forms and upload our HTML file.

I am requesting a motion from the Commission to accept Paylocity as the new Payroll/HRIS/Timekeeping/Benefits Administration software vendor for Burleigh County and to accept the Paylocity proposal and implementation guideline for an October, 2025 start date.



**Our people are the
Paylocity story.**

Yesterday, today, and tomorrow
are all about our people and
building a culture that inspires
them at work and everywhere.

**Our tech magnifies
your superpowers.**

We're always working to expand
our product suite to help you
tackle your "have to dos" so you
can get to your "want to dos."



Created by: **Will Hess** HCM Account Executive

whess@paylocity.com

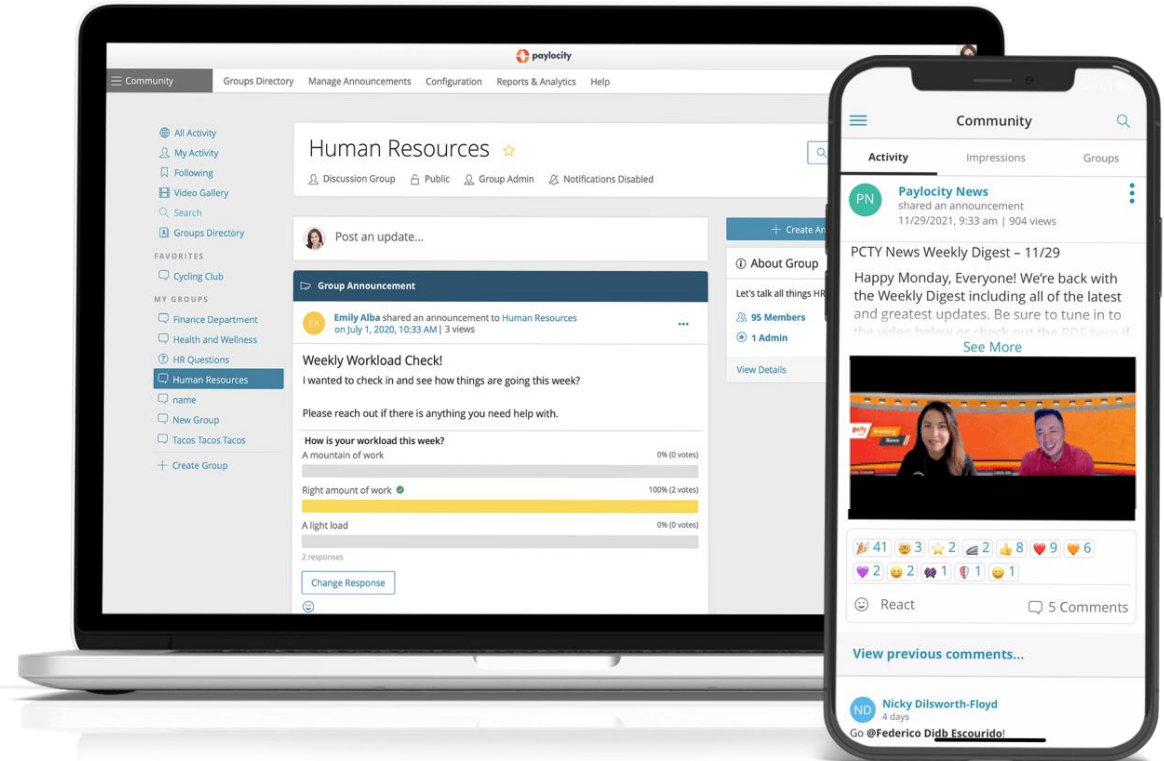
701.712.1959



Glossary



- Goals & Expectations
- Our ND Clients
- Paylocity Platform
- Service/ Implementation
- Updated Pricing
- Implementation Options



Goals & Expectations

- **Unify Payroll & HR:** Streamline payroll, HR, compliance, and reporting in one centralized platform.
- **Automate Onboarding & Recruiting:** Create a seamless hiring-to-onboarding flow to eliminate manual data entry.
- **Empower Employees:** Enable digital onboarding, time tracking, and PTO requests for a smoother experience.
- **Enhance Benefits Admin:** Simplify open enrollment, explore BCBS of ND integration, and reduce admin lift.
- **Reporting & Compliance:** Support ACA, EEOC, WSI, and pension reporting with custom dashboards.
- **Optimize Time & Labor Management:** Offer better scheduling, labor insights, and real-time visibility.
- **Centralize Communication:** Use one hub for recognition, announcements, OE info, and employee connection.
- **Future-Ready Growth Tools:** Choose a future-ready platform that adapts to new initiatives without requiring system changes.





paylocity[®]

Forward Together.

Our Recent North Dakota Clients & Community



J | L | G
LAWYERS

Family
wellness



The most complete platform for HR



Single Platform

The foundation of our platform is a single employee system of record that we've built from the ground up to power the complete employee lifecycle.



Flexible Architecture

We offer seamless connections to HR, IT, and Finance applications, enabling you to manage all your HR processes in one place.



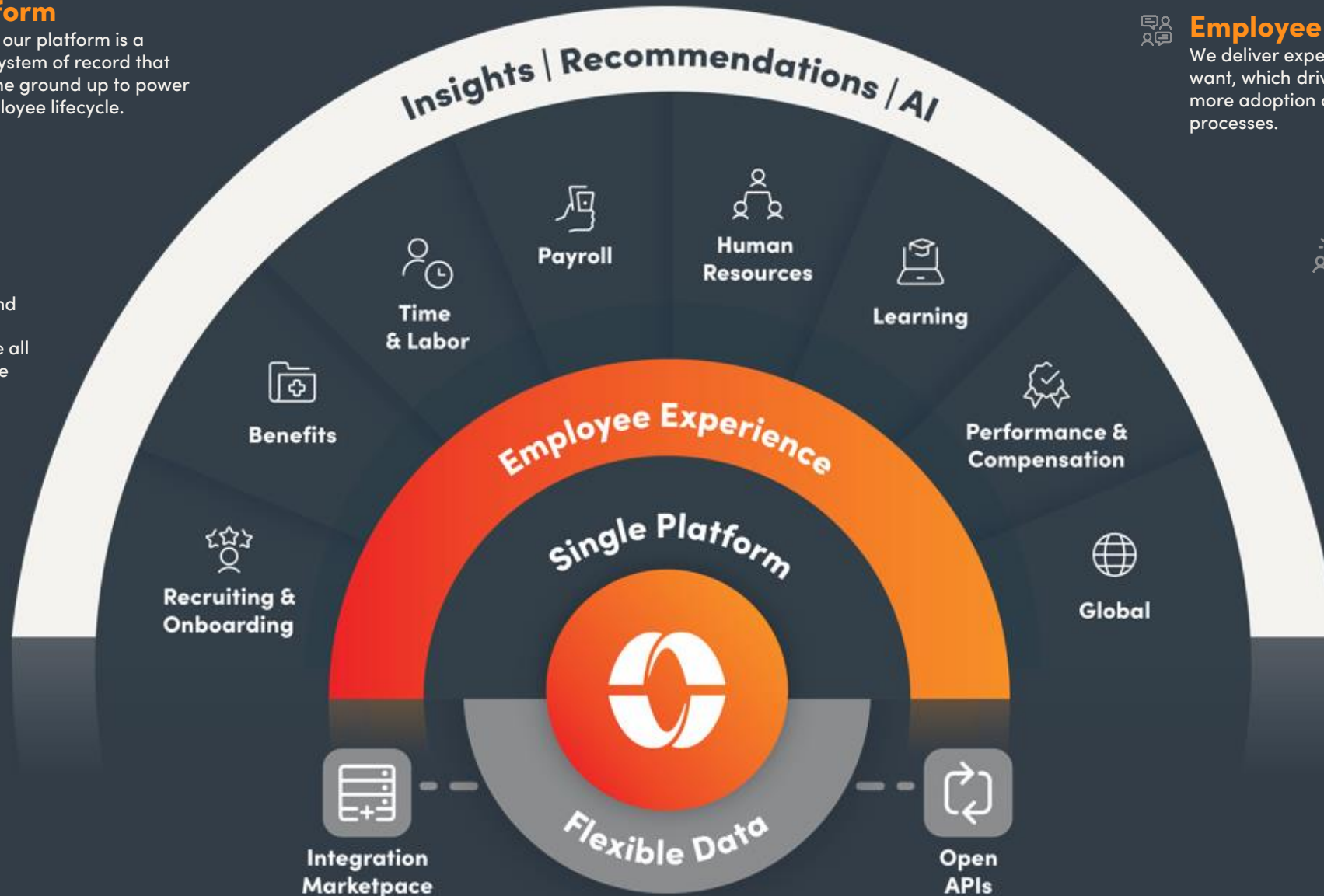
Employee Experience

We deliver experience employees want, which drives engagement and more adoption of self-service processes.



Insights & Recommendations

Tailored to your company and employees, our advanced AI delivers prescriptive recommendation to tell you how to interpret your data and where to focus next to achieve your goals



Investment Summary

April 11, 2025 | Quote # Q-260626 | Version # 9 | Quote valid for 30 days



Client Company

Burleigh County
PO Box 5518
Bismarck, ND 58506
(701) 222-6718

Client Contact



Total Employee Count

450



Monthly Fee

\$6,685.87



One-Time Fees

\$12,810.17



Total Annual Investment

\$83,430.44

Discounts & Promotions



- ✓ 30% Off Annual – County Office Discount
- ✓ Additional 25% Off Annual – *NEW* April Promo
- ✓ 51% Off Setup – w/ Added

See following pages for line item
breakdown of services

**Total Annual Investment includes estimated annual fees*
**Annualized fees do not include usage based fees*
**Monthly fees based on # of Active Employees as defined in the Service Agreement*
***Plus sales tax if applicable*

Annual Fees	Base	Qty	Rate	Annual
W2 / 1099	\$50.00	450	\$7.00	\$3,200.00
			Annual Total	\$3,200.00

Usage-Based Fees	Base	Rate
Electronic Garnishments		\$1.85
Direct Agency Pay		\$2.95
Tax Registration		\$200.00
Delivery Next Day (UPS)		\$20.00
Split Pack		\$6.00

Included Services...



Monthly Fees	Base	Qty	Rate	Monthly
HCM Bundle	\$88.87	450	\$14.66	\$6,685.87
Payroll				
• Payroll Processing	-	-	-	Included
• Expense Management	-	-	-	Included
• Unlimited Payroll Runs	-	-	-	Included
• Prorated & Retro Pay	-	-	-	Included
• New Hire Reporting	-	-	-	Included
• Direct Deposit	-	-	-	Included
• On Demand Payment	-	-	-	Included
• Check Printing Service	-	-	-	Included
• Tax Filing & Payments	-	-	-	Included
• General Ledger	-	-	-	Included
Time & Labor				
• Time & Attendance	-	-	-	Included
• Scheduling +	-	-	-	Included
• Time Collection	-	-	-	Included
Benefits				
• Benefits Administration	-	-	-	Included
• Carrier Benefits EDI/API	-	4	-	Included
Human Resources				
• Human Resources Management	-	-	-	Included
• Workflows Process Automation	-	-	-	Included
• Centralized Document Library	-	-	-	Included
• State Compliance Form Library	-	-	-	Included
• Fillable Employee Forms	-	-	-	Included
• Unlimited Custom Fields	-	-	-	Included
• Time Off Management	-	-	-	Included
• Employee Self-Service	-	-	-	Included
• Position Management	-	-	-	Included
• Org Chart & Directory	-	-	-	Included
• Skills & Certifications Management	-	-	-	Included
• Employment Verification	-	-	-	Included
Talent				
• Onboarding	-	-	-	Included
• Compensation Management	-	-	-	Included
• Headcount Planning	-	-	-	Included

Modules:

- ✓ **Payroll**
- ✓ **Time and Labor**
- ✓ **Employee Experience**
- ✓ **Reporting & Insights**
- ✓ **Onboarding**
- ✓ **Employee E- Document Storage**
- ✓ **Ben Admin**
- ✓ **Compensation Mgmt**
- ✓ **Headcount Planning**

Top Features:

GL integration – Unlimited Runs
 Mobile, Digitized Punching
 Recognition + Company Messages
 Dashboards + Pension Reports
 Approvals, Workflows, Centralized
 Unlimited
 EDI Feeds to Carriers like BCBS
 Total Rewards Statements
 Reduce Yearly Calculations

Employee Experience

• AI Assist	-	-	-	Included
• Community	-	-	-	Included
• Recognition	-	-	-	Included
• Mobile App	-	-	-	Included

Insights & Reporting

• Data Insights	-	-	-	Included
• Dynamic Reporting	-	-	-	Included
• Modern Workforce Index	-	-	-	Included

Integrations

• BreezyHR Integration	-	-	-	Included
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Customer Service

• Dedicated Account Management	-	-	-	Included
• On Demand Training (PEAK)	-	-	-	Included
• Unlimited Product Training	-	-	-	Included

Monthly Total \$6,685.87

October Start Plan

2025 Budget Estimate: \$19,497

(Setup Dollars + October)

Initial Target Dates	Activity/Deliverable
April 21 st	Commissioner Meeting Approval
April 22 nd	Agreement to partner with Paylocity
April 23 rd	Collect Initial Documents & Approve Agreement
June	Paylocity Implementation Team Assigned and Implementation Project Kick-Off
July & August	Testing & Training
September	Employees start clocking in to Paylocity
October 3 rd	First Check Date with Paylocity + Go Live w/ Time, PTO, Onboarding & Ben Admin
October 15 th	Open Enrollment – process same as previous years
November	Go live GL & Integrations
December	Holidays & Prepare for 2026

Month FREE

Month FREE

January Start Plan

2025 Budget Estimate: \$12,811

(Setup Dollars)

Initial Target Dates	Activity/Deliverable
April 21 st	Commissioner Meeting Approval
April 22 nd	Agreement to partner with Paylocity
April 23 rd	Collect Initial Documents & Approve Agreement
August	Paylocity Implementation Team Assigned
September	Implementation Project Kick-Off
October	Open Enrollment – process same as previous years
Oct/Nov	Testing & Training
December	Employees start clocking in to Paylocity
January 2 nd	First Check Date with Paylocity + Go Live w/ Time, PTO, Onboarding & Ben Admin
February	Go live GL & Integrations + support Open Enrollment

Month FREE

Next Steps...



Collect initial Documents. For example:

1. Fed 941
2. Recent Payroll Register Report
3. SUI Proof
4. Voided Check

Electronically Sign Agreement

Getting Ready for Implementation Kickoff


ITEM

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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.
Re: Findings of Burleigh County Planning Commission
Date: 4-14-2025
From: Mitch Flanagan, Burleigh County Planning Director. 

ITEM 1

Special Use Permit for a Office Space

On April 9, 2025 a public hearing was held for Jason & Jenney Schatz for the placement of a manufactured home to be used as office space on their property. This is an infrequent occurrence which qualifies for the special use request.

The proposed manufactured home is 620 sq./ft., will not meet the minimum 900 sq./ft. required as a single-family dwelling. The use will be restricted as office space only as allowed by the Special Use Permit.

The application for the Special Use Permit was recommended for approval by a vote of 6-1.

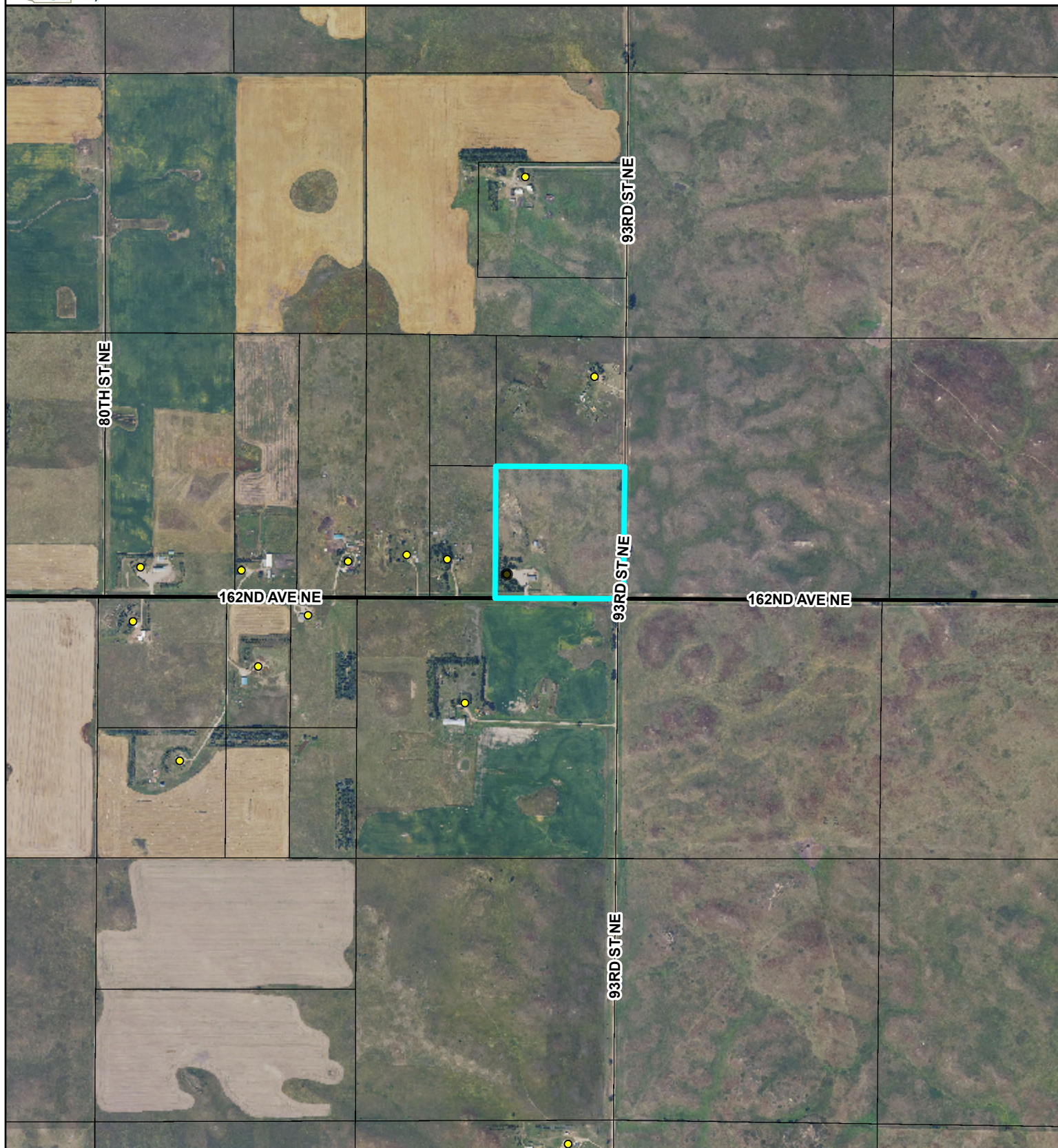
ACTION REQUESTED:

Consider to approve the Special Use Permit for a Manufactured Home used as Office Space.

Attachments:

Ex. 1- Site Location Map

Ex. 2- SUP_Schatz



PARCEL ID: 52-141-79-00-35-810 OWNER: SCHATZ, JASON & JENNEY ACRES: 39.86
SITE ADDRESS: 9100 NE 162ND AVE
MAIL ADDRESS: 9100 162ND AVE NE, BALDWIN, ND 58521
LEGAL: CROFTE TOWNSHIP Section 35 SE1/4SE1/4 621428 35-141-79

BURLEIGH COUNTY

STATE OF NORTH DAKOTA

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

PERMIT NO. 25- 001

BURLEIGH COUNTY SPECIAL USE PERMIT to allow the placement of a Manufactured Home used as office space in Section 35 SE1/4SE1/4 621428 35-141-79 in Crofte Township Range 79 Burleigh County, North Dakota.

The Burleigh County Board of Commissioners has granted a Special Use Permit to allow a Manufactured Home in Section 35 SE1/4SE1/4 621428 35-141-79 in Crofte Township Range 79 Burleigh County, North Dakota.

This Special Use Permit is subject to the following conditions:

Manufactured Home to be used as office space only.

Approved by the Burleigh County Board of County Commissioners on: _____

Attest:

Mitch Flanagan, Burleigh County Planning Director

* Special Use Permits are non-transferrable. If ownership of the property is changed, the Special Use Permit # 25-001 is void.



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.
Re: Amend Burleigh County Zoning Ordinances
Date: 4-15-2025
From: Mitch Flanagan, Burleigh County Planning Director. *MF*

ITEM 2

Amend Article 8 Section 30 Data Centers

It has become necessary to consider amending the current Article 8 to allow Data Centers within I-Districts under a special use permit. A Data Center is a facility that contains large amounts of computer systems. IT infrastructure, used for the remote storage, processing, or transmission of digital data associated with those computer systems, networks, servers.

Article 8 draft ordinance for Data Centers was presented to the Planning Commission on July 10th and September 11th. Public hearings were held on November 13th, February 12th and April 9, 2025. The planning commission recommended approval by a 6-1 vote.

ACTION REQUESTED:

Consider motion to approve Article 8 Section 30 Data Center Final Ordinance.

Attachments:

Ex.1 Article 8 Data Center Final Ordinance

ORDINANCE 25-0-----

AN ORDINANCE TO AMEND AND RE-ENACT ARTICLE 8 OF THE 1972 AMENDED ZONING ORDINANCE OF BURLEIGH COUNTY, NORTH DAKOTA RELATING TO SECTION 30 DATA CENTERS

Section 1. **Amendment** Article 8 of the Zoning Ordinance is hereby amended and re-enacted as follows:

SECTION 30 Data Center AI Conversion Facilities

This section is adopted to allow data centers/AI conversion facilities within Burleigh County and to minimize the potential off-site impacts of development and reduce long-term exposure that may impact the public safety, health and the general welfare of Burleigh County residents.

DEFINITIONS

The following words, terms and phrases, when used in this Article and Section, shall have the meaning provided herein, except where the context clearly indicates otherwise:

1. **Blockchain**- a digital record of all the transactions involving cryptocurrency. Copies of the blockchain are stored and maintained by computers around the world.
2. **Cryptocurrency**- a type of decentralized digital currency in which encryption techniques are used to regulate the generation of units of currency and verify the transfer of funds.
3. **Cryptocurrency Data Center**: Leased or owned boundaries of floor space devoted to the operating data processing equipment for Commercial Cryptocurrency Mining; excluded spaces for commercial offices, storage, shipping and receiving warehousing, or any other space that is not electronic processing.
4. **Cryptocurrency Server Farm**- Three or more interconnected computers held together in a single facility whose primary function is to perform cryptocurrency mining or associated data processing.
Data center- a facility containing large amounts of computer systems, servers, networking equipment, and storage infrastructure primarily for the purpose of remote storage, processing, or distribution of large amounts of data. A typical data center may include functions such as cryptocurrency mining, cloud AI functions, hyperscale cloud functions, but are not limited to such examples. Any equipment requiring a High-Density Load Service, for a server farm or data center, will constitute a commercial cryptocurrency mining application.
5. **Data Center/ AI Conversion Facility**- a data center that is converted and used to support artificial intelligence.
6. **Digital asset Mining**- means using computer hardware and software specifically designed or used for the purpose of validating data and securing a blockchain network.

7. Digital Asset Mining- Business- means an individual or company operating a digital asset mining facility that cumulatively draws more than one megawatt of power in the County.
8. High Density Load Service- The provision of electrical service where the requested load density has, for any monthly billing period, either an average power demand in excess of 300 kilowatts OR an average power density in excess of 250 kilowatt-hours per year per data center square foot, equivalent to 35.064 square feet per kilowatt, at 100% load factor.
9. Owner- Any person, agent, operator, entity, firm or corporation having any legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding an interest or title to the property; or otherwise having possession or control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.
10. Sensitive Properties- Buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from noise or contaminant discharges generated by a nearby facility.

I. APPLICABILITY

These regulations are for Data Center Facilities on properties and structures under the jurisdiction of the Burleigh County Zoning Ordinance and are applicable to Data Centers requiring consistent electric loads of 50MW or greater. The installation or construction of a data center, or any modification to a lawfully existing data center beyond routine maintenance, requires a Special Use Permit and also requires a Burleigh County Building Permit obtained from the Burleigh County Building, Planning and Zoning Department. Data centers may only be permitted in an Industrial (I) District with a Special Use Permit.

- a. A landscape buffer of 50' shall be required as measured from the interior of all property lines.

1. Application Requirements

The application for the installation or construction of a data center, or for modifications to a lawfully existing data center beyond routine maintenance, shall follow the application procedures for Special Use Permits Article 8 and any other procedures as may be required by this Ordinance for data centers, such as zoning map amendments, platting, or variances. In addition, applications shall include the following:

- a. Applicant name(s) and contact information. The applicant must also identify on the application, the owner/owners of record for the property. ~~the occupant or lessee of the property, and the operator of the data center.~~

- b. A description of the proposed project, including a description of how the project meets market demand, the facility's processing capacity, and the facility's anticipated water and electricity needs.
- c. A study prepared by an acoustical engineer that describes the anticipated noise level of the facility and any proposed mitigation efforts such as sound walls, baffles, ventilation silencers, etc.
- d. A preliminary site plan: a digital copy of site plan (pdf format, full size) at 1" = 20' or larger scale, if integral to request, for both existing and proposed conditions showing the location and dimensions of all existing and proposed structures, screening, fencing, a photometric plan that shows all exterior lighting, including any security lighting, electrical connections, property lines, and roadway access, including:
 - i. Date the site plan was prepared,
 - ii. North point indication,
 - iii. Section, township and range numbers,
 - iv. A location map inset showing the township(s) in which the project is located and the boundary of the proposed project,
 - v. Location of all existing public roads, dimensions and location of any utility easements and rights-of-way within five hundred (500) feet of proposed Data Center.
- e. A map of the project area showing all single-family and multi-family dwellings, schools, churches, synagogues, and other similar religious institution or structures, and public parks located within one (1) mile of the exterior boundaries of the property where the data center will be located.
- f. Installation or construction of a data center, or any modifications to a lawfully existing data center beyond routine maintenance, also requires a building permit obtained from Burleigh County Building Department.
- g. Data centers may only be permitted in an I- Industrial District with a Special Use Permit.
- h. Fees:

The special use permit fee will be based on .001 x Total Project Cost up to 1,000,000,000.00 An application fee of \$1,000 shall be payable at the time of application for a special use permit, with the remainder of the special use permit fee remitted by the applicant prior to issuance of building permits and commencement of construction. Or:

 - i. \$300.00 whichever is greater
- i. Copies of signed permits or other documentation that indicates compliance with all applicable State and Federal laws, statutes, rules, regulatory standards, including but not limited to the North Dakota State Electrical Board.
- j. Copy of the signed electrical power purchase agreement.
- k. Financial security for the following:

- i. Financial security for maintenance of the data center, as fully constructed and operational or, if the project only involves modifications to a lawfully existing data center beyond routine maintenance as permitted by this Ordinance, financial security for maintenance of the lawfully existing data center as modified. The financial security shall be in the amount of 125% of the estimated cost to maintain the data center, as fully constructed and operational, or as modified, as determined by the applicant's ND State registered engineer, with such estimated costs subject to review and approval by the Burleigh County Building Department and
- ii. Financial security for reclamation and restoration of any data center and the property on which the data center is located or, if the project only involves modifications to a lawfully existing data center beyond routine maintenance as permitted by this Ordinance, financial security for reclamation and restoration of the property on which the data center as modified is located. Reclamation and restoration shall include, but is not limited to, the removal and disposal of all above-ground structures, underground structures, and utilities to depth of four feet, and the removal and disposal of all other facilities, structures, equipment, and materials on or under the property. The financial security shall be in the amount of 125% of the estimated cost to reclaim and restore property on which the data center, or the data center as modified, is located as determined by the applicant's ND State registered engineer, with such estimated costs subject to review and approval of the Burleigh County Building Department. Any financial security provided by the applicant which is required by this Chapter shall be subject to review and approval by the County and be in the form of one or more of the following:
 - iii. An irrevocable letter of credit issued by an FDIC insured financial institution authorized to do business in the State of North Dakota to be effective beginning on the date that installation and/or construction of, or the approved modifications to, the data center start and provides for annual automatic renewals continuing to the date when full reclamation and restoration is complete as approved by the County;
 - iv. A surety bond which is effective beginning on the date that installation and/or construction of, or the approved modifications to, the data center start and provides for annual automatic renewals continuing to the date when full reclamation and restoration is complete as approved by the County; and/or;
 - i. Cash in escrow to be held in trust by Burleigh County effective beginning on the date that installation and/or construction of, or the approved modifications to, the data center start and continuing to the date when full reclamation and restoration is complete as approved by the County. The financial security required above shall be provided to Burleigh County prior to commencement of any work to install and/or construct the data center, or to modify a lawfully existing data center beyond

routine maintenance, but no later than the date determined by the Board of County Commissioners in approving the data center or in approving the modifications to a lawfully existing data center beyond routine maintenance.

- I. Other relevant studies, reports, certifications, or approvals as may be required by the County to ensure compliance with this Chapter and this Ordinance.

II. Prohibitions:

The County prohibits data center facilities located within:

- a. All Floodplain Districts and Designated SFHA Areas.

III. Design Standards

1. Data Centers or Cryptocurrency Data Centers shall be set back at least one (1) mile to all sensitive properties, such as: single-family and multi-family dwellings, schools, churches, synagogues, and other similar religious institution or structures, and public parks as measured from the nearest property line of any of these sensitive properties to the data center's exterior property lines.
2. Height. All buildings, structures, and appurtenances on the property where the data center will be located shall meet the height requirements of the Industrial I District in this Ordinance.
3. Electrical wiring. All electrical wiring shall comply with the standards of the North Dakota State Electrical Board, and any of its rules and regulations.
4. Generator testing is limited to between 11:00 a.m. and 5:00 p.m.
5. Generator use is limited to backup/emergency use only.
6. Building Permit. At the time of SUP approval, a building permit for all proposed structures will be required. Permit information shall include: Applicant name(s) and contact. The applicant must also identify on the application contact information for the owner/owners of record for the property. ~~the occupant or lessee of the property, and the operator of the data center.~~
7. The facility will be required to obtain an NDDEQ permit if they discharge water to surface waters.
8. Written verification is submitted from the utility provider that sufficient capacity will be available to meet anticipated needs for electrical power.
9. Security fencing. A secured chain link or solid wood or masonry fence at least six (6) feet in height shall be constructed and maintained around the entire perimeter of the facility to prevent unauthorized entry onto the property or into the facility. Any fencing shall comply with the Development Standards in this Ordinance.
10. Buffering and screening. Landscaped buffers shall be required around the entire perimeter of the property where the data center is located in accordance with the requirements of this Ordinance.

11. Sound. The operators shall not cause, allow, or permit the operation of any source of sound which creates at an occupied residential building or a defined sensitive property, as may exist at the time of the issuance of a certificate of occupancy, a sound level that exceeds a daytime continuous sound level of 50 dBA or a nighttime continuous sound level of 45 dBA, for any 15-minute measurement interval unless otherwise permitted.
 - a. The operators shall not cause, allow, or permit the operation of any source of sound which creates a pure tone where the one-third ($\frac{1}{3}$) octave band sound pressure level in the band of interest exceeds the arithmetic average of the sound-pressure levels for the two adjacent one-third octave bands by the corresponding decibel (dB (Flat)) values as follows:
 - i. 5 db for center frequencies of 500 Hertz and above,
 - ii. 8 db for center frequencies between and including 160 and 400 Hertz,
 - iii. 15 db for center frequencies less than or equal to 125 Hertz
 - iv. A pure tone shall be deemed present at measurement.
12. Noises. Sound:-The applicant shall provide written verification and documents prepared by a registered design professional in the form of a noise study as measured from the exterior property line of the subject parcel to the exterior property line of any defined sensitive properties as certified by a licensed acoustical engineer, including manufacturer specifications, anticipated noise level of the facility will not exceed the maximum auditory decibel level as stated in Section 11 of this article, and any data from comparable facilities or combination thereof.
13. A Data Center operation shall provide a 24-hour emergency contact signage visible at the access entrance. Signs shall include company name if applicable, owner/representative name, telephone number, and corresponding local power company.
14. All outdoor light fixtures shall be installed in a manner intended to limit the amount of off-site impacts. Light fixtures located near adjacent properties may require special shielding devices to prevent light trespass.
15. Accessory structures and appurtenances. All accessory structures or appurtenances, including those constructed for noise mitigation, shall be designed in a manner that is complementary with the primary building(s) and shall be finished in a non-obtrusive color.
16. Roads. All adjacent exterior access roads serving a data center shall conform to the Development Standards in this Ordinance and Article 33. Exterior road construction or improvements shall be subject to approval by the Burleigh County Highway Engineer or their designee. A road maintenance agreement with any government entity having jurisdiction over the adjacent exterior access roads shall be required during installation or construction of the data center, or during modification of a lawfully existing data center beyond routine maintenance. All interior roads serving the data center shall be subject to review by the Burleigh County Fire Department to ensure safe and adequate access for emergency response vehicles.
17. Storm Drainage, Erosion Control, Grading, Drainage and Stormwater Management Permit for the data center shall comply with the requirements in Article 33 of this Ordinance.

18. Additional conditions or specific allowances to this ordinance may be considered in the review and approval of the Special Use Permit.
19. Development Agreement. The owner of record of the property, or the owner's representative of the data center and of the property on which the data center will be located, as determined appropriate by Burleigh County, must sign a development agreement which shall include provisions related to, but are not limited to, the posting and use of financial security, exterior and interior road construction or improvement, road maintenance, improvements related to storm drainage, stormwater management plan, erosion control, grading, and drainage, reclamation and restoration, and/or any other condition imposed by this Chapter, this Ordinance, or the Board of County Commissioners in approving installation of construction of the data center or modifications to a lawfully existing data center beyond routine maintenance.

IV. Decommissioning Plan:

1. It is the responsibility of the original applicant, or if different, the owner of record of the property, to notify Burleigh County in writing, at least six (6) months in advance, of the intent to abandon or cease operations of the data center. Any data center that is not operated for a continuous period of six (6) months shall automatically be considered abandoned, and Burleigh County may require the original applicant, or if different, the record owner of the property, the occupant or lessee of the property, and the operator of the data center to reclaim and restore the property within ninety (90) days after written notice to reclaim and restore the property from Burleigh County. Any such reclamation and restoration shall include, but is not limited to, removal and disposal of all above-ground structures, underground structures, and utilities to depth of four feet, and removal and disposal of all other facilities, structures, equipment, and materials on or under the property. If the property is not fully reclaimed and restored as required by this Article within ninety (90) days after written notice from Burleigh County, the County may reclaim and restore the property, or cause the property to be reclaimed and restored, including, but not limited to, removal and disposal of all above-ground structures, underground structures, and utilities to depth of four feet, and removal and disposal of all other facilities, structures, equipment, and materials on or under the property and recover costs directly from the original applicant, or if different, the record owner of the property, the occupant or lessee of the property, and/or the operator of the data center. Burleigh County may also, in its discretion, recover such costs, by access to and use of the financial security provided and on file for the data center, or by lien or special assessment, or any other remedy, authorized by law or the Development Agreement entered into under this Article. Nothing in this Article is intended to impose a mandatory obligation on Burleigh County to reclaim and restore the property.
2. After a decommissioning process has been completed, the I District Industrial Zoning of the property shall automatically be transferred back to the pre-existing zoning, prior to the issuance of the special use permit.

V. Amend Article 18, I-Industrial Zoning District, the following regulations shall apply:

1. Special Uses Permitted. The following Special Uses are allowed as per Article 8 Section 30 thereof:
 - a. Data Center Facilities
 - b. Any change of use within an existing permitted Data Center, i.e.: AI Conversion Center, shall require a new special use permit review and approval.

Section 2. **Repeal.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3. **Severability.** If any section provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. **Effective Date.** This ordinance shall take effect after final passage, adoption and publication as provided by law.

First Reading Passed: _____

Passed and adopted this _____ day of _____, 2025

Brian Bitner, Chairperson

Final passage and adoption:

I, Mark Splonskowski, do hereby certify that I am the duly elected auditor of the County of Burleigh, State of North Dakota, and that the foregoing is a full, true and correct copy of an ordinance adopted by the Board of Burleigh County Commissioners at its regular meeting of _____ day of _____, 2025

IN WITNESS WHEREOF: I have hereto set my hand and seal of Burleigh County this _____ day of _____, 2025

Mark Splonskowski, Burleigh County Auditor/Treasurer



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.
Re: Consider Moratorium
Date: 4-15-2025
From: Mitch Flanagan, Burleigh County Planning Director. *MF*

ITEM 2

BESS Moratorium

Burleigh County has taken notice of the potential to be identified as a preferred location for the development of battery energy storage systems (BESS) and finds it necessary to develop a zoning ordinance amendment to establish a framework for the evaluation and siting of BESS facilities.

In order to provide for an ordinance amendment, a consideration to place a moratorium as a pause on all new development, land use, and construction applications for BESS facilities is applicable.

The State of North Dakota grants Counties the authority to adopt a moratorium under Chapter 11 Sections: 11-09.1, 11-28 and 11-33 which set forth the law relating to a County's authority to regulate construction.

Planning Commission recommended the resolution approval by a 7-0 vote.

ACTION REQUESTED:

Consider motion to recommend a Resolution of a BESS Moratorium.

Attachments:

Ex.1 BESS Moratorium Resolution

BURLEIGH COUNTY COMMISSION

RESOLUTION 00-2025-02

A RESOLUTION OF THE COUNTY OF BURLEIGH, NORTH DAKOTA, TO IMPOSE A MORATORIUM ON THE DEVELOPMENT OF BATTERY ENERGY STORAGE SYSTEMS UNTIL A ZONING STANDARD IS DEVELOPED.

WHEREAS, the Board of Commissioners of Burleigh County, ND has taken notice of the potential for Burleigh County to be identified as a preferred location for the development of battery energy storage system (BESS) in the future

WHEREAS, the Board of Commissioners of Burleigh County, ND finds it necessary to develop a zoning ordinance amendment to establish a framework for the evaluation and siting of BESS facilities, in order to protect the health, safety and general welfare of the citizens of Burleigh County

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Burleigh County, ND that a moratorium on the development of all utility scale battery energy storage systems (BESS) is adopted, for the period of time necessary to develop and adopt adequate, applicable zoning code amendments, and that this resolution shall take effect upon recording and publication.

BY ORDER OF THE Board of Burleigh County Commissioners this _____th day of _____, 2025.

Brian Bitner, Burleigh County Chairperson

ATTEST:

Mark Splonskowski, Burleigh County Auditor/Treasurer

ITEM

9

Addenda item for April 21, 2025 Meeting

Action Requested: Fireworks

Description:

Have an open discussion regarding the current fire danger and the burn ban. It may, as we get closer to the 4th of July celebration, that we also place a ban on the use of fireworks.

Request from the Sherrif and/or the States Attorney, the penalties associated with the use of fireworks if they are banned or if the commission places a moratorium on the use of fireworks

Action needed: None at this time

Addenda item for April 21, 2025 Meeting

Action Requested: Public Health

Description:

During the 2025 Budget session, I presented to the commission a list of Core Functions that are required by the ND Century Code – Chapter 23-35. In the attached document it also lists the other functions that are offered by the Public Health unit and it also lists how each function is paid for IE: grants, billable services and those that are covered by the budget that is shared between the City of Bismarck and Burleigh County.

Currently the County contributes 25% of the total budget to the operation of the Public Health unit that is required by the Century Code to be a function of the County.

I equate this to be a minor partner of a business. We have ownership but no say in what happens as we are on a 25% partner.

Last year I advocated for our contribution to be increased.

I requested that for several reasons.

- 1) With increased ownership (once past 51%), we would have a controlling interest in the operation and the ability to influence the operations of the public health unit.
- 2) My goal was to increase the amount of the contribution by 10 or 15% each year so that it would not be a large draw on the budget at one time
- 3) Our current level of contribution for 2025 was \$582,201 of the total budget of \$2,328,804. In my opinion there is no way that Burleigh County can effectively run a Public Health unit according to the Century Code with a budget of \$582,201. By increasing our budget slowly over the next few years, we could build up to a point where we have a controlling interest in the current Public Health unit or we could open our own unit without it being a large increase on the budget in one year.
- 4) I would not try to create our own Public Health Unit until a County Manager is put on staff.

Action needed: None at this time.

ND CENTURY CODE CHAPTER 23-35: PUBLIC HEALTH UNITS

Green denotes BBPH receives grant funds to support the service. May not cover the entire cost.

Blue denotes billable service via health insurance reimbursement, fees, employer pay, private pay. May not cover entire cost.

Brown denotes a non-billable service provided for public health and safety of the community.

ND Century Code: 23-35-08 - Services may not be withheld due to inability to pay.

23-35-02. Public Health Units – Core functions

1. All land in the state must be in a public health unit.
2. At a minimum, a public health unit shall provide the following core functions:

A. Communicable Disease control which must include:	Comments:
<p>A1. Conducting of disease surveillance for the purpose of preventing and controlling communicable disease, with assistance from the department.</p> <ul style="list-style-type: none">• Tuberculosis (TB) screening and management of positive cases.• Treatment of latent TB (so it doesn't become active) through administration of medication and monitoring of side effects.• Direct observation therapy provided to active TB cases in the community.• Provide wrap around services for active TB cases in the community including food, lodging and basic needs to maintain isolation requirements of individuals.• Confidential STD/HIV/Hepatitis C testing, counseling, and treatment to all residents.• Surveillance and monitoring for new and ongoing emergency public health threats. • Review of student immunization records for Burleigh County Schools to ensure students are compliant with <u>state law</u>.	<p>Receive grant funding to support these services.</p> <p>Non-billable service. Done for Burleigh County Schools only, Bismarck schools have their own nurses providing this service.</p>
<p>A2. Assurance of the availability of community-based programs to provide communicable disease prevention and control services.</p> <ul style="list-style-type: none">• BBPH protects the community from communicable disease through administration of vaccines. All vaccines offered to all populations both in clinic and at offsite locations in the community (Vaccines for Children, Vaccines for Adults, Privately Purchased Vaccines) and maintain compliance with storage and handling, documentation requirements, and submission of data to the state health department including tracking of temperatures, documentation of lot numbers, and maintenance of storage equipment. The Vaccines for Children (VFC) program is a federally funded program that provides vaccines to children 0 through 18 years of age who are either Medicaid eligible, American Indian or Alaskan Native, uninsured or underinsured (a child whose health insurance benefit plan does not cover vaccines or a particular vaccine).	<p>Billable service.</p>

<ul style="list-style-type: none"> • Travel vaccination administration. We are the only travel vaccine provider in the state outside of Fargo. Vaccines are required to travel to international locations, local clinics do not provide this service. • All recommended vaccines offered to all school staff and students in Bismarck and Burleigh County Schools in accordance with <u>state law</u>. • Infection control specialist/RN provides bloodborne pathogen training for BBPH staff and by request to departments and/or community organizations. • N-95 Mask Fit Testing provided to regional health care agencies and first responders to ensure protection from communicable disease. • Personal protective equipment (PPE) donning and doffing training for healthcare agencies and first responders to prevent exposure to communicable disease. 	<p>Billable service.</p> <p>Billable service Required by state law to attend school. Offered in schools and at BBPH office.</p> <p>Receive grant funding to support these services.</p>
<p>A3. Recognition, identification, and response to a communicable disease event, in collaboration with the department of health and human services.</p> <ul style="list-style-type: none"> • Investigate recreational water outbreaks in Burleigh County. • Manage the vector/mosquito control program for the City of Bismarck which includes placing light traps, tracking mosquito counts, fogging, and treating stagnant water to prevent vector borne illness. (West Nile, Zika). • Maintain records of the mosquito control pesticide applications and report to the state agriculture department. • Public health works with local health care facilities and community stakeholders to develop plans, conduct community exercises, and will respond to a communicable disease emergency such as the COVID-19 pandemic, H1N1 influenza pandemic, etc. For example, efforts during COVID-19 response included: established a Department Operations Center (DOC), engaged City departments to establish an EOC (Emergency Operations Center) to coordinate community response to the COVID pandemic. Duties included public education, contact tracing, COVID-19 testing by appointment, mass COVID-19 testing clinics, COVID-19 vaccinations by appointment, mass COVID vaccination clinics, COVID-19 homeless shelter operations and wrap around service coordination for food, lodging, medication, and basic needs supplies for COVID positive cases to maintain compliance with isolation. 	<p>Non-billable service. Environmental Health Specialists provide these services.</p> <p>Receive grant funding to support these services.</p>

B. Chronic disease and injury prevention, which must include conducting programs to reduce the burden of chronic disease and injury through policy, system, and environmental change approach; prevention screening; and education.

- Adult and Child Health Assessments at BBPH office scheduled with an RN.
- Health Tracks child health screening program which includes developmental screening, physical assessment, hearing and vision screening, orthodontic screening, and immunizations.
- Preventive health screenings for diabetes and heart disease prevention scheduled with an RN or Licensed Registered Dietician which includes blood glucose testing, cholesterol testing, and blood pressure checks.
- Blood pressure screening clinics in the community by request and blood pressure checks by appointment at BBPH office.
- Child passenger safety seat program at Bismarck-Burleigh Public Health. Includes education, inspection, and installation of car safety seats by a Certified Car Seat Technician.
- Worksite wellness program development assistance from a Licensed Registered Dietician and RN's.

- Public education by Registered Nurses or Licensed Registered Dietician on health prevention topics.

- Support and create livable communities that enable healthy living and prevent chronic disease.
- Address gaps in the community to ensure access to healthy food, physical activities for chronic disease prevention.

- Tobacco prevention education and tobacco cessation services for the community.
- Tobacco Prevention presentations and education to schools and colleges.
- Host annual Break Free Youth Action Summit for youth tobacco prevention education.
- Tobacco policy enforcement and compliance efforts. Assist public and private schools and colleges with comprehensive tobacco free policies.
- Partner with law enforcement to conduct tobacco compliance checks.
- Substance abuse prevention education in community including schools & service organizations.
- Organize public events with student committees to provide education to peers and parents about substance abuse prevention.

Billable services.

Non-billable service.

Receive limited/intermittent grant funding offset by general fund.

Receive grant funding to support these services.

<ul style="list-style-type: none"> • Host parent education events on warning signs and resources for substance abuse. • Tobacco Prevention/Substance Abuse Prevention/Behavioral Health Coalition management including (Bismarck Tobacco Free Coalition, Break Free Youth Board, DFC Advisory Committee/Student Committee, Burleigh-Morton Behavioral Health Coalition). • CPR/AED training courses offered by request. • Narcan training offered for community organizations and individuals. • Provide Opioid Education kits and Narcan Overdose kits to training participants. • Host prescription drug take back events to educate the public on proper disposal for unused medications and offer Deterra bags for at home medication disposal. • Provide Narcan supplies for emergency first responders. • Employee health and wellness program and services for City and County employees and area law enforcement agencies. Ensure compliance with ND Century Code for law enforcement health screenings. 	<p>Receive grant funding to support these services.</p> <p>Receive limited grant funding for wellness. Billable services. Cost savings for us to provide this service to law enforcement versus private clinic or another medical provider.</p>
<p>C. Environmental public health which must include:</p>	
<p>C1. Prevention of environmental hazards by the provision of information and education to facility operators and managers and to community members.</p> <ul style="list-style-type: none"> • Public Health Nuisance Complaints – A public health nuisance complaint is a condition which threatens the health of the public. Types of public health nuisance complaints investigated include junk storage, rodent harborage but do not include sewage/drainage or storm drainage types of complaints. • Air Quality – BBPH would act primarily in an advisory capacity and provide an onsite assessment if requested. • Investigate rental housing complaints, minimal habitability standards. • Food establishment and food service licensing and inspections • Tanning facility inspections • Lodging facility inspections • Public/Semi-Public Swimming Pool Inspections - BBPH would inspect public/semi-public swimming pools and license as applicable. • Special pet licensing 	<p>Non-billable service. Environmental Health Specialists provide these services.</p> <p>Licensing & permit fees support these services. Environmental Health Specialists provide these services.</p>

<p>C2. Assurance of the availability of environmental health services to prevent and respond to community and residential environmental hazards.</p> <ul style="list-style-type: none"> Emergency planning and medication distribution for catastrophic and/or disaster situations utilizing Point of Dispensing (POD) plans. Environmental health staff investigate bed bug and cockroach complaints; provide education on prevention and infestation removal. Environmental Health Specialists and RNs are called upon for home inspections of vulnerable adults, hoarding situations, and child protective services visits. RN's perform head lice checks and provide education and training for head lice screenings/head checks and proper protocols for head lice infestation. 	<p>Receive grant funding to support these services.</p> <p>Non-billable service.</p> <p>Nonbillable for Burleigh County Schools it's part of the Burleigh County contract. Billable service for appointments at BBPH.</p>
<p>D. Maternal, child, and family health, which must include:</p>	
<p>D1. Assessment and monitoring of maternal and child health status to identify and address problems.</p> <ul style="list-style-type: none"> Vision/hearing screenings offered to school-aged children Burleigh County Schools. Vision/hearing screenings scheduled at BBPH is a billable service. 	<p>Nonbillable for Burleigh County Schools it's part of the Burleigh County contract.</p> <p>Billable service for appointments at BBPH.</p>
<p>D2. Implementation of programs to promote the health of women, children and youth and their families through policy, system and environmental change approaches; prevention screenings; and education.</p> <ul style="list-style-type: none"> Community and work site support to establish breastfeeding spaces for nursing mothers and provide support for policy development. Nutrition and physical activity education and support for children and families. Beyond Birth Education Program. RN's provide phone calls and home visits within 1-2 weeks of infant's birth as requested by the infant's mother. Visits are to assess both the baby and mother, assist with health concerns, and promote breastfeeding and. Height and weight checks are done on infants. 	<p>Receive limited/intermittent grant funding offset by general fund.</p> <p>Phone calls/education non-billable. Visit is billable service for Medicaid clients if a comprehensive assessment is done.</p>

<ul style="list-style-type: none"> • Hands-on breastfeeding education and support services provided by Certified Lactation Counselors and International Board-Certified Lactation Consultants to mothers. • Nurse Family Partnership Program – Trained RN's regularly visit first-time moms, starting early in the pregnancy and continuing until the child's second birthday. During these visits, RN's Improve pregnancy outcomes by partnering with moms to engage in good preventive health practices, including thorough prenatal care from their healthcare providers, improving their diets and reducing any use of habit-forming substances; visits also improve child health and development by assisting families to provide responsible and competent care; and improve the economic self-sufficiency of the family by supporting parents to develop a vision for their own future, plan additional pregnancies, continue their education and find work. 	<p>Receive limited/intermittent grant funding offset by general fund. Non-billable service.</p> <p>Receive grant funding to support these services.</p>
<p>E. Access to clinical care, which must include:</p>	
<p>E1. Collaboration with health care system partners to foster access to clinical care.</p>	
<p>E2. Facilitation of linkages and referrals to appropriate clinical care, services and resources.</p> <ul style="list-style-type: none"> • Women's Way breast and cervical cancer screening assistance available for individuals meeting age, income, and insurance guidelines. • Breast and cervical cancer coordination for diagnostic testing and treatment. • Case management and patient navigation services for Burleigh County residents who meet program eligibility guidelines. • Nurse Family Partnership Program • Home health maintenance nursing services. • Injections provided by RNs for mental health treatment and other medical conditions as ordered by physician. • Medication management services by an RN which includes setting up medication planners, coordination with medical providers, monitor for medication compliance with medications. • Medical foot care services for diabetics and individuals with peripheral vascular disease, elderly, and individuals with disabilities. • Social worker meets with health maintenance clients in their homes to discuss their needs and make referrals to services and resources within the community. 	<p>Receive grant funding to support these services.</p> <p>Billable services.</p> <p>Receive grant funding to support these services.</p>

The 10 Essential Public Health Services are not listed specifically in ND Century Code but serve as the national framework for carrying out the mission of public health in the communities we serve.

Other BBPH Roles/Responsibilities that Align with the 10 Essential Public Health Services:

- Community Health Needs Assessment completed every 3 years in collaboration with local hospitals to identify community health concerns and needs which informs the Community Health Improvement Plan and the department's Strategic Plan.
- BBPH fills gaps in health needs in the community identified through the community health needs assessment process.
- Participation and engagement with community service providers serving the vulnerable populations in the community including homelessness, housing, and case management.
- A physician health officer is required and appointed to serve the City and the County. The Health Officer serves as the medical director and issues standing orders with oversight for clinical services. This is done through a contract for service.

The 10 Essential Public Health Services

The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of *all people in all communities*. Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities.

1. Assess and monitor population health status, factors that influence health, and community needs and assets.
2. Investigate, diagnose, and address health problems and hazards affecting the population.
3. Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it.
4. Strengthen, support, and mobilize communities and partnerships to improve health.
5. Create, champion, and implement policies, plans, and laws that impact health.
6. Utilize legal and regulatory actions designed to improve and protect the public's health.
7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy.
8. Build and support a diverse and skilled public health workforce.
9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement.
10. Build and maintain a strong organizational infrastructure for public health.

The City of Bismarck Services & Resources to Public Health

(Provided but not reflected in the department operations budget).

- City-owned building for department operations and services provided to the community.
- City of Bismarck Code of Ordinances (Title 8) is enforced by Environmental Health Staff in their licensing and regulation process for facilities including food, lodging, tanning, pools, body art, and special pet licenses.
- City Attorney's office provides legal support and services to the Public Health Department to ensure compliance with local, state, and federal regulations and works with Environmental Health for infractions and notice and orders.
- City Human Resources support for payroll, employee evaluations, and performance management.
- IT Support – Ensures access to internet, phones, and computer equipment to perform our jobs.
 - Manages an equipment inventory maintenance schedule for department computers/IT equipment which is standardized throughout all City departments.
 - Troubleshooting and assistance with computer issues through help desk staff.
 - New World, Dimensions, TRAKiT are City software systems used for finances/financial reporting, AP/AR, payroll and licensing/permits for department functions.
- Finance Department Support
 - Guidance for procurement compliance.
 - Grant compliance guidance.
 - Annual audit (many grants require completion of financial audit.
 - Ability to accept and process credit card payments for services and fees.
 - BBPH bills health insurance providers and establishes contracts with third-party payers and the Finance Department supports us with financial documentation requirements.
 - Ability to accept Electronic Funds Transfer (EFT) payments. This is a requirement from CMS (Centers for Medicare & Medicaid Services) to get reimbursements for services entities must be able to accept EFT payments, they will not send checks.
- City Building Maintenance and Cleaning Services provided for public health facility.
 - Includes snow removal, lawn care, facility repairs, utilities such as water/gas/garbage/electricity, daily cleaning, and disinfection services, etc.
- Vehicles used by department are City-owned vehicles covered under City liability insurance.
- City Public Works Fleet Services Division prepares vehicle maintenance schedules and manages a vehicle replacement plan for public health vehicular and mosquito control equipment inventory.

Addenda item for April 21, 2025 Meeting

Action Requested: Ag and Equestrian Center

Description:

It has been requested by Commissioner Schwab several times that the committee provide dimensions for the proposed building.

The proposed dimensions are as follows

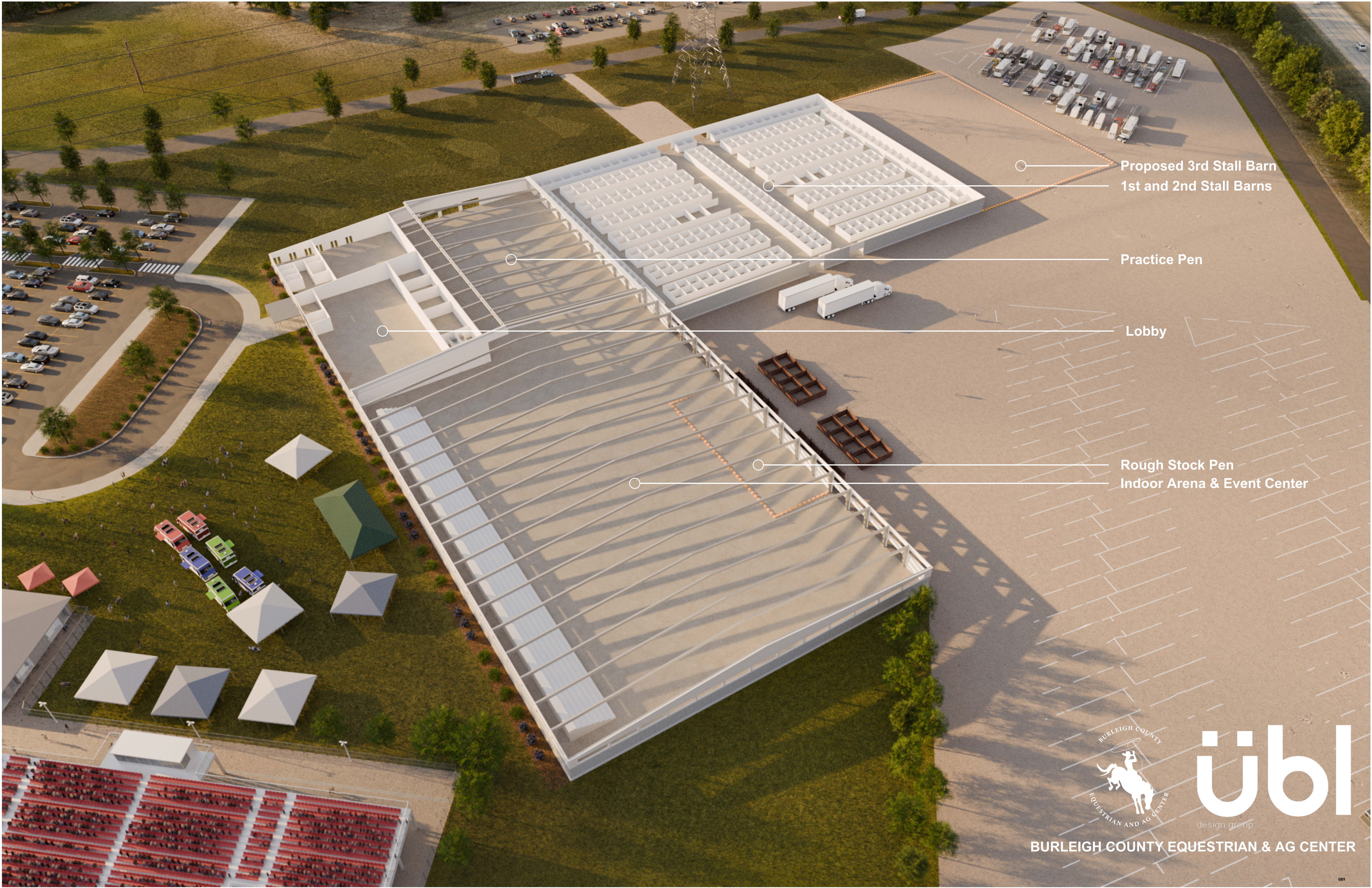
Main Arena 25' tall side walls. Total Sq Ft 76,425 – approximately 240 x 320

Warm Up Arena = 18' side wall. Total sq ft 27,628 – approximately 160 x 170

Lobby/Common Area -14' side wall – Total Sq Ft 10,700 – approximately 80 x 134'

Stall barns – 20' side wall. Each 200 stall unit - Total Sq Ft 39,214 – approximately 160 x 245'

Action needed: None at this time.



Proposed 3rd Stall Barn
1st and 2nd Stall Barns

Practice Pen

Lobby

Rough Stock Pen
Indoor Arena & Event Center



übi
design group

BURLEIGH COUNTY EQUESTRIAN & AG CENTER

ITEM

10

Addenda item for April 21, 2025 Meeting

Action Requested: Discuss options on splitting the Auditor Treasurer

Description:

Budget costs – how do we use the current budget and split between two individuals. Will we have quality individuals who either run for the elected position or apply for the appointed position?

Resolution – do we request the States attorney to write a resolution that will keep the Auditor as an elected position and the Treasurer an appointed position?

Discuss the current employee assignments to see which would be assigned to which department.

Action needed: This more for a discussion and I am not looking for a specific action tonight.