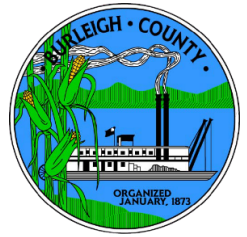




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



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)

July 6th, 2026

5:00 P.M.

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY PARK BOARD

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of June 15, 2026, meeting minutes.
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
7. Commissioner Schwab: (Page 5)
 - a. County Park maintenance.
 - b. Weed control at the Missouri Valley Complex.
8. Other Business.
9. Adjourn.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of June 15th, 2026, meeting minutes and bills.
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
6. Consent Agenda: (Page 16)
 - a. Abatements.
 - b. Special event permits.
 - c. Raffle Permits.
 - d. Primary Residence Credit Abatement.
7. Planning and Zoning Director Flanagan: (Page 26)
 - a. Ponderosa Village.
 - b. Norb's Final Subdivision.

8. County Human Resources Director Binder: (Page 33)
 - a. 2026 HR Mid-Year Report.
9. States Attorney Lawyer: (Page 44)
 - a. Salary Variance Request.
10. Commission added items:
 - a. Planning and Zoning discussion.
11. Other Business.
12. Adjourn.

The next regularly scheduled Commission meeting will be on July 20, 2026.

Mark Splonskowski
Burleigh County Auditor

COUNTY PARK BOARD

**BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
JUNE 15TH, 2026**

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

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

Rollcall of the members: Commissioners Steve Bakken, Errol Behm, Jeffery Herman, Wayne Munson, Steve Schwab, Jerry Woodcox, and Chairman Brian Bitner were present.

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

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

Chairman Bitner opened the meeting to public comment.

- No public comment was heard.

Chairman Bitner closed the public comment segment.

Commissioner Munson presented a draft proposal outlining the possible creation and organization of a new Park Board structure. He encouraged Commissioners to review the proposal and return with questions and recommendations at a future meeting. Discussion was had.

No other business was heard.

Meeting adjourned.

5:13 PM

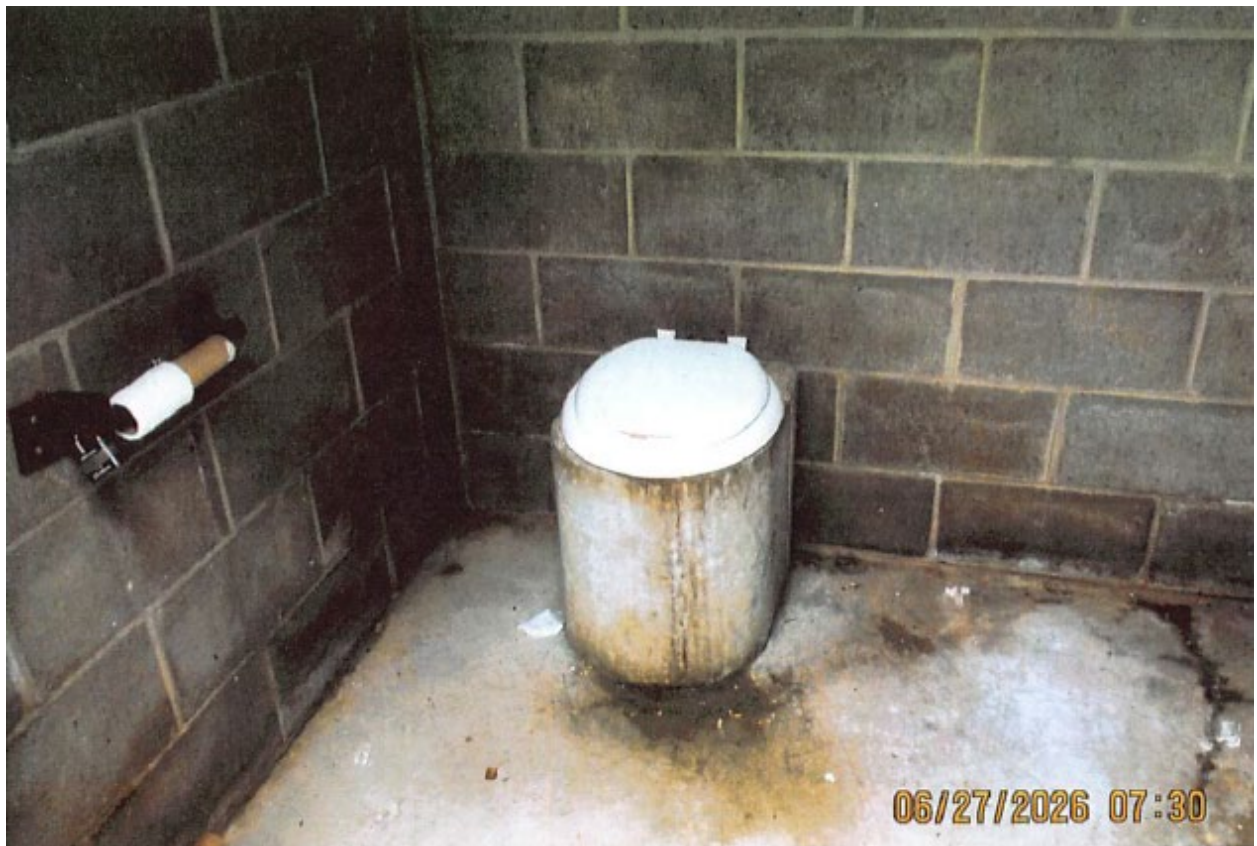
Mark Splonskowski, Auditor

Brian Bitner, Chairman

















COUNTY COMMISSION

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
JUNE 15TH, 2026**

5:13 PM

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

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

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

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

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

Chairman Bitner opened the meeting to public comment.

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

Chairman Bitner closed the public comment segment.

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

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

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

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

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

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

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

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

Other Business:

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

Meeting Adjourned.

6:59 PM

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman



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

Permit Number
26-019

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 Northern Lights Council - Scouting America		Dates Authorized (Read Instruction 2) July 23, 2026	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Mailing Address [REDACTED]	City [REDACTED]	State ND	ZIP Code 58503

SITE INFO

Site Name Capital City Sporting Clays		County Burleigh	
Site Address 12951 71st Ave N	City Bismarck	State ND	ZIP Code 58503
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.) July 23, 2026 - one time event - one time drawing.			

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

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

CITY OR COUNTY CONTACT PERSON

Printed Name of City or County Official Mark Splonskowski	Title of City or County Official Burleigh County Auditor	Telephone Number 701-712-2887	E-mail Address msplonskowski@nd.gov
Signature of City or County Official		Date	Issuing Governing Body ☐ City ☐ County

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



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (2-2023)

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 Northern Lights Council - Scouting America		Dates of Activity (Does not include dates for the sales of tickets) July 23, 2026	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Business Address 4 [REDACTED]	City [REDACTED]	State ND	ZIP Code 58102
Mailing Address (If different) 3320 Hamilton Street, Suite 1	City Bismarck	State ND	ZIP Code 58503

SITE INFO

Site Name Capital City Sporting Clays		County Burleigh	
Site Physical Address 12951 71st Ave N	City Bismarck	State ND	ZIP Code 58503
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.) July 23, 2026			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	12 Gauge CZ Drake O/U Shotgun	810.00
Total (limit \$40,000 per year)		\$ 810.00

Intended Uses of Gaming Proceeds

Support Scouting in the Northern Lights Council	
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: [REDACTED] (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 [REDACTED]	Title Assistant Scout Executive	Telephone Number [REDACTED]	E-mail Address [REDACTED]
Signature of Organization or Group's Top Official [REDACTED]		Title Scout Executive	Date 6/13/2017

ALL ITEMS REQUIRED FOR THIS PERMIT
HAVE BEEN MET

THESE ITEMS ARE ON FILE AND CAN BE
SEEN UPON REQUEST

ORGANIZATION/CLUB Northern Lights Council
PERMIT 26-019
DATE 7/6/2026



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

Permit Number
26-020

Permit Type (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games Authorized

☐ 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 AIM - North Dakota		Dates Authorized (Read Instruction 2) 07/17 - 07/19	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Mailing Address [REDACTED]	City Washburn	State ND	ZIP Code 58577

SITE INFO

Site Name Capital City Gun Club		County Burleigh	
Site Address 8401 US-83 N	City Bismarck	State ND	ZIP Code 58503

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.)

July 17th & 18th sign ups begin for the event. Auction for competitors begins on July 8th in the evening around 8:00pm. Results posted July 19th based off the trapshooting handicap rounds scores for the day.

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 Mark Splonskowski	Title of City or County Official County Auditor	Telephone Number (701)222-6718	E-mail Address msplonskowski@nd.gov
Signature of City or County Official		Date	Issuing Governing Body ☐ City ☒ County

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

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

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (8-2025)

Applying for (check one)

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

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

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

Name of Organization or Group AIM - North Dakota		Dates of Activity (Does not include dates for the sales of tickets) 07/17 - 07/19	
Organization or Group Contact Person [REDACTED]	E-mail [REDACTED]	Telephone Number [REDACTED]	
Business Address [REDACTED]	City Washburn	State ND	ZIP Code 58577
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Capital City Gun Club		County	
Site Physical Address 8401 US-83 N	City Bismarck	State ND	ZIP Code 58503
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.) July 17th & 18th signups begin for event. Auction for competitors begins on July 18th in the evening around 8:00 p.m. Results posted July 19th based off the trapshooting handicap rounds scores for the day.			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Calcutta	Cash Prize 10% to AIM and 90% to the participants	Depended on Auction Sales
Total (limit \$50,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Further promote and assist with costs of youth trap shooting in the state of North Dakota	
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: [REDACTED] (This amount is part of the total prize limit for \$50,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Printed Name of Organization Group's Permit Organizer Corey Mathies	Telephone Number 701-979-2031	E-mail Address almnorthdakota@gmail.com
Signature of Organization Group's Permit Organizer <i>Corey Mathies</i>	Title Director & President	Date 06/25/2026

ALL ITEMS REQUIRED FOR THIS PERMIT
HAVE BEEN MET

THESE ITEMS ARE ON FILE AND CAN BE
SEEN UPON REQUEST

ORGANIZATION/CLUB AIM - North Dakota
PERMIT 26-020
DATE 6/26/2026

[illegible]



**Burleigh County Finance/Treasurer
Department**
221 N 5th St
Bismarck, ND 58501
(701) 712-8353



DATE: 07/06/2026

TO: Burleigh County Commission

FROM: Taylor Schmidt, Interim Finance Director

RE: PRC Abatement

BACKGROUND

The State of ND approved the PRC for the attached abatement and sent a supplemental payment to the County.

RECOMMENDATION

It is recommended that the Burleigh County Commission approve the attached abatement.

ATTACHMENTS

1. PRC Abatement

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District

County of

Property I.D. No.

Name

Telephone No.

Address

Legal description of the property involved in this application:

Total true and full value of the property described above for the year 2025 is:

Land \$

Improvements \$

Total \$ 365,200

(1)

Total true and full value of the property described above for the year 2026 should be:

Land \$

Improvements \$

Total \$ 539,200

(2)

The difference of \$ true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain)

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ 679,554 Date of purchase: 5-8-2025
Terms: Cash ☒ Contract Trade Other (explain)
Was there personal property involved in the purchase price? yes/no Estimated value: \$
2. Has the property been offered for sale on the open market? yes/no If yes, how long?
Asking price: \$ Terms of sale:
3. The property was independently appraised: yes/no Purpose of appraisal:
Market value estimate: \$
Appraisal was made by whom:
4. The applicant's estimate of market value of the property involved in this application is \$ 679,554
5. The estimated agricultural productive value of this property is excessive because of the following condition(s):

Applicant asks that WE BE RECONSIDERED FOR THE HOMEOWNERS
REBATE OF \$1600.00 FOR 2025. I WAS GIVEN WRONG
INFORMATION BY BURLEIGH COUNTY EMPLOYEES THAT I DID NOT
HAVE TO RE-FILE. MY NEW HOME WOULD AUTOMATICALLY REVIEW IT

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____

City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____, _____

County Auditor

Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

Application For Abatement Or Refund Of Taxes

Name of Applicant

County Auditor's File No.

Date Application Was Filed
With The County Auditor

Date County Auditor Mailed
Application to Township
Clerk or City Auditor

(must be within five business days of filing date)

ITEM

7



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.

Re: Recommendations of the June 10th County Planning Commission Meeting

Date: 6-19-2026

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

ITEM 1

Ponderosa Riverside Village 9th Subdivision

Legal Description: All of the Replat of Part of Ponderosa Riverside Village Section 3,
Township 139N, Range 81W,

Property Address: 5535 Ponderosa Ave. Bismarck ND. 58503. Hay Creek Township

The owners Jeffrey & Kimberly Eslinger intend to combine the existing four (4) lot
subdivision "Ponderosa Riverside Village Replat" into a 10 acre one (1) lot subdivision.
The current zoning is R-1 will be retained.

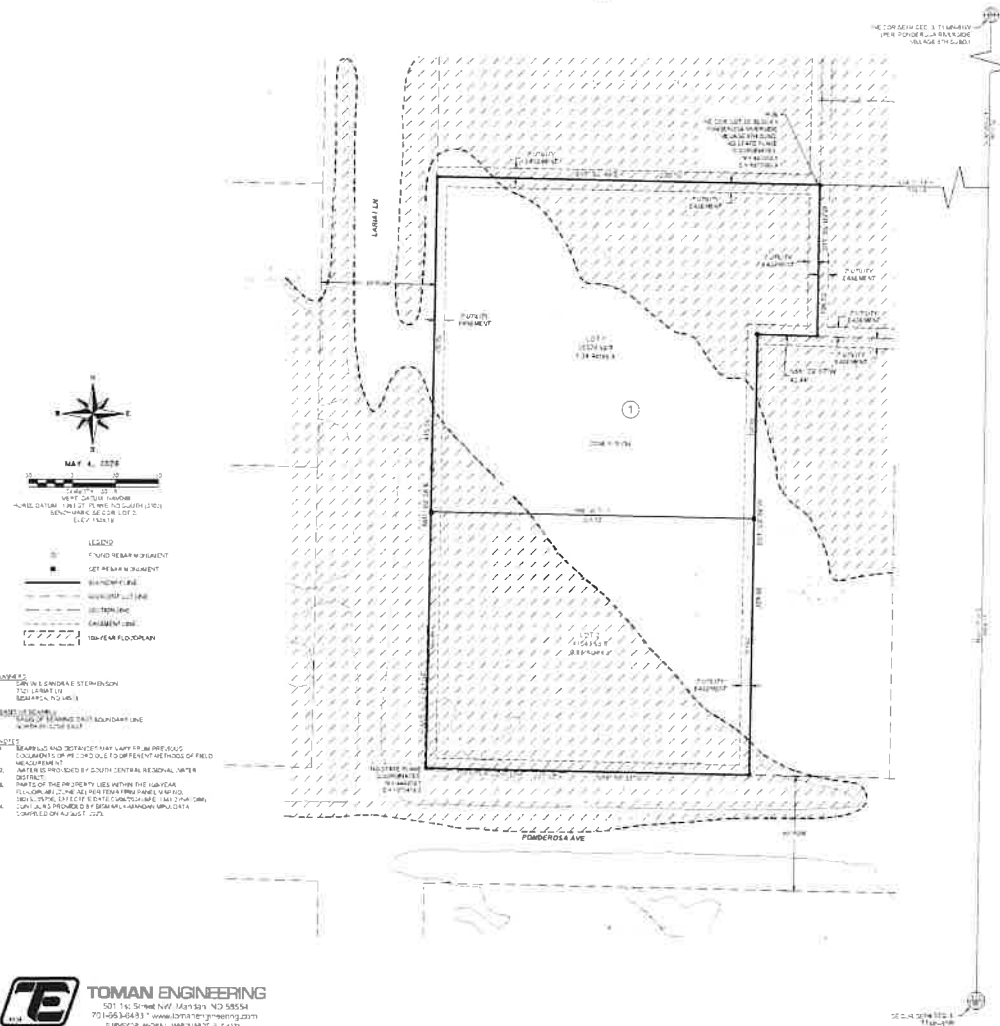
ACTION REQUESTED

Based on supporting documents and findings of the Planning Commission,
it is recommended to approve Ponderosa Riverside Village 9th Subdivision

Attachments: Ex. 1 Site Location
Ex. 2 Ponderosa Riverside Village 9th Subdivision

PONDEROSA RIVERSIDE VILLAGE 8TH SUBDIVISION

ALL OF LOT 22, BLOCK 1, PONDEROSA RIVERSIDE VILLAGE 6TH SUBDIVISION, ALL OF LOT 23
AND THE WEST 33 FEET OF LOT 24, BLOCK 15, PONDEROSA RIVERSIDE VILLAGE 2ND
SUBDIVISION OF THE SE 1/4 OF SECTION 3, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE
5TH P.M., BURLEIGH COUNTY, NORTH DAKOTA



DESCRIPTION OF THE PROPERTY

ALL OF LOT 22, BLOCK 1, PONDEROSA RIVERSIDE VILLAGE 6TH SUBDIVISION, ALL OF LOT 23 AND THE WEST 33 FEET OF LOT 24, BLOCK 15, PONDEROSA RIVERSIDE VILLAGE 2ND SUBDIVISION OF THE SE 1/4 OF SECTION 3, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH P.M., BURLEIGH COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING THE SE 1/4 OF SECTION 3, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH P.M., BURLEIGH COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING THE SE 1/4 OF SECTION 3, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH P.M., BURLEIGH COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

CONVEYANCE OF THE PROPERTY

I, the undersigned, being duly qualified and sworn, do hereby certify that the above described property is the property of the County of Burleigh, North Dakota, and that the same is being conveyed to the County of Burleigh, North Dakota, for the purpose of being sold to the highest bidder for the payment of the taxes due on the same.

WITNESSED my hand and the seal of the County of Burleigh, North Dakota, this 4th day of May, 2020.

COUNTY CLERK

CONVEYANCE OF THE PROPERTY

AND THE UNDERSIGNED, being duly qualified and sworn, do hereby certify that the above described property is the property of the County of Burleigh, North Dakota, and that the same is being conveyed to the County of Burleigh, North Dakota, for the purpose of being sold to the highest bidder for the payment of the taxes due on the same.

WITNESSED my hand and the seal of the County of Burleigh, North Dakota, this 4th day of May, 2020.

COUNTY CLERK

CONVEYANCE OF THE PROPERTY

THE COUNTY BOARD AND COMMISSIONERS OF BURLEIGH COUNTY, NORTH DAKOTA, HEREBY APPROVE THE CONVEYANCE OF THE LAND SHOWN ON THIS MAP, AND ALL THE TAXES DUE ON THE SAME, TO THE COUNTY OF BURLEIGH, NORTH DAKOTA, FOR THE PURPOSE OF BEING SOLD TO THE HIGHEST BIDDER FOR THE PAYMENT OF THE TAXES DUE ON THE SAME.

WITNESSED my hand and the seal of the County of Burleigh, North Dakota, this 4th day of May, 2020.

COUNTY CLERK

COUNTY CLERK

COUNTY CLERK

COUNTY CLERK

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COUNTY CLERK

TOMAN ENGINEERING
501 1st Street NW, Minnetonka, MN 55345
763-444-4444 • www.toman-engineering.com
SUPERVISOR: ROBERT L. TOMAN, M.S., L.S.



PARCEL ID: 31-139-81-00-02-600 OWNER: TYLER LIMITED PARTNERSHIP ACRES: 148

SITE ADDRESS:

MAIL ADDRESS: %GARY H DIETRICH FAM TR 5302 123RD AVE NE, BISMARCK, ND 58503-9115

LEGAL: HAY CREEK TOWNSHIP Section 02 SW1/4 LESS 12 ACRES 357732 431550 672256 02-139-81



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.

Re: Recommendations from the June 10, 2026, County Planning Commission Meeting

Date: 6-23-2026

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

ITEM 1

Norb's Final Subdivision

Legal Description: Being Part of Lot 11, Block 1, Barbie's Neighborhood Subdivision and Part of Mulberry Lane Right-of-Way of the SW $\frac{1}{4}$ of Section 6, Township 138 N, Range 79W

Property Address: No Assigned Parcel Address Apple Creek Township

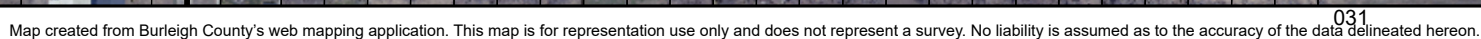
Burleigh County was approached for the subdividing of Lot 11 Barbies Neighborhood Subdivision. The owner is requesting to divide the 9 acre lot into a 3 lot subdivision: Lot 1-2.5 ac, Lot 2- 2.7 ac., Lot 3- 3.8 ac.. The existing zoning will remain R1.

- At the June public hearing, it was recommended to approve the final plat by 7-0.

ACTION REQUESTED

Based on supporting documents and findings of the Planning Commission, it is recommended to approve Spring Coulee Subdivision Replat.

Attachments: Ex. 1 Site Location-NFS
Ex. 2 Norb's Final Subdivision.



BURLEIGH COUNTY, NORTH DAKOTA



NOTES

BASES OF MEASURING
2400'S STATE PLANE SOUTH ZONE

AGES AND DISTANCES MAY VARY FROM
PLATS DUE TO DIFFERENT METHODS

COOPERATE DATA
1. DANGA STATE PLANE COOPERATE
SYSTEM
NAD 83 SOUTH ZONE
ADJUSTMENT OF 2011
UNITS ARE INTERNATIONAL FEET
NAD 83 NORTH ZONE

THE COUNTY PLANNING AND ZONING COMMISSION HEREBY APPROVES THE ABOVE SUBDIVISION, AS SHOWN ON THE PLAT, AND THAT HAS BEEN IN ACCORDANCE WITH THE LAWS OF THE STATE OF MICHIGAN. THE COMMISSIONED PLAN AND ORDINANCE OF THE COUNTY OF SOUTHERN AND REGISTRATION, ADOPTED BY SAID PLANNING AND ZONING COMMISSION.

THE FOLLOWING ACTION OF THE COUNTY PLANNING AND ZONING COMMISSION OF SOUTHERN COUNTY, MICHIGAN, IS HEREBY IN FULL AND COMPLETE ADVICE TO THE COURT OF THE COUNTY OF SOUTHERN, MICHIGAN.

 JOHN ADAM - CHAIRMAN

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF BURLINGTON, NORTH CAROLINA, HAS APPROVED THE SURVEYING OF LAND AS SHOWN ON THE PLAT, HAS ACCEPTED THE DEDICATION OF ALL STREETS SHOWN ON THE PLAT, HAS APPROVED THE GROUPING OF THE PLAT AS AN ADDITION TO THE MASTER PLAN OF BURLINGTON COUNTY, NORTH CAROLINA, AND DOES HEREBY LOCATE ANY PREVIOUS PLATTING WITHIN THE BOUNDARY OF THE PLAT.

THIS PLAT WAS MADE IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH DAKOTA, THE COMPREHENSIVE
PLAN AND ORDINANCES OF THE COUNTY OF SIOUX.

THE FOREGOING ACTION OF THE BOARD OF COUNTY COMMISSIONERS OF BLAINE COUNTY, NORTH DAKOTA, WAS
TAKEN IN THE MEETING HELD AND ANNOUNCED ON THE 14th DAY OF 1988.

47811 4440 1/10/1944
SARSON COUNTY 4 DTD

AMOUNT OF COUNTY INCREASE

I, DANIEL L. SCHWARTZ, COUNTY CLERK OF THE COUNTY OF BURLEIGH, NORTH DAKOTA, HEREBY APPROVE THIS PLAT OF NOTES SUBMISSION, BURLEIGH COUNTY, NORTH DAKOTA AS SHOWN ON THIS PLAT.

DATED THIS 24th DAY OF 2024

SAMEL	CHROCK #E
DAW	NGAGE

THEY ALSO DEDICATE EASEMENTS TO WATER OR OTHER PUBLIC UTILITY LINES AND THEIR SHOWN HEREON OF NOT TO BURN OR CONSUME.

THEY ALSO DEDICATE EASEMENTS TO WATER OR OTHER PUBLIC UTILITY LINES AND THEIR SHOWN HEREON OF NOT TO BURN OR CONSUME.

[illegible]

STATE OF NORTH CAROLINA)
COUNTY OF _____)
GEORGE KUNTZ
JUNIOR PROPERTIES, LLC
14209 LINDA ST NE
SALISBURY, NC 28571

ON THIS ____ DAY OF _____, 2018, BEFORE ME PERSONALLY APPEARED GEORGE HUNT? OF GANG PROPERTIES, LLC, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

NOTARY PUBLIC
BURLINGTON COUNTY, NORTH CAROLINA
MY COMMISSION EXPIRES 07/01/2016

 SWENSON, HAGEN & CO.

THE HAWAIIAN
PUBLISHED WEEKLY
Subscription Office:
1001 Kalia Road, Honolulu, Hawaii 96813
Phone: (808) 941-2211
Fax: (808) 941-2212

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SWENSON, HAGEN & COMPANY P.C.
 1001 Park Ave. S.W.
 Ste. 2000, 7th Floor, Suite 2000
 Atlanta, GA 30334
 Phone: 404.525.1100
 Fax: 404.525.1100
 E-mail: info@shcp.com
 Website: www.shcp.com

ITEM

8

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAM BINDER, SPHR, SHRM-SCP
DIRECTOR

HUMAN RESOURCE ASSISTANTS:
MEGAN MARTIN
DESIREE HILBORN
LINDSAY BROWER

Memorandum

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

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

Date: July 6, 2026

Re: HR Status Report

Please see the 2026 HR Mid-Year Status Report that is attached to this memo.

BURLEIGH COUNTY
HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

Human Resources Mid-Year Status Report

Overview

The following information was extracted from the reporting period of January 1, 2026 through June 30, 2026. Where possible, the year-to-date 2026 data was compared with the data from the prior years of 2025, 2024, 2023, and 2022 to provide information trends for Burleigh County.

Recruitment & Selection

There has been significant activity from January to June 2026 in job postings. There have been **42** open job postings through this first half of 2026. This is a significant increase in activity from the **50** job postings for 2025, **40** job postings in 2024, **65** job postings in 2023, and **47** job postings in 2022. It is important to note that several of these job postings were used to fill multiple positions, such as Detention Officer and Highway Maintenance Worker II. The percentage of job postings by department for the years of 2022 to 2025 and year-to-date 2026 are listed below by percentage. The highest percentage of job postings within that year are highlighted with green in the table below:

	2022	2023	2024	2025	2026
Auditor	6.44%	8.46%	9.63%	0.00%	0.00%
Finance/Treasurer	0.00%	1.73%	0.00%	4.66%	8.04%
Tax	0.00%	0.77%	0.15%	0.00%	0.00%
Buildings & Grounds	1.53%	0.00%	1.19%	7.63%	4.02%
BMDC	20.55%	40.96%	56.89%	32.20%	23.21%
Extension	4.29%	0.00%	0.00%	0.00%	1.79%
Emergency Management	0.00%	3.85%	0.00%	0.00%	0.00%
Administration	0.00%	0.00%	0.00%	0.00%	3.57%
Highway	8.90%	13.27%	4.00%	13.56%	25.89%
Human Resources	3.37%	0.00%	0.00%	0.00%	0.00%
IT	0.00%	0.00%	0.74%	0.00%	0.00%
Planning & Zoning	0.00%	0.00%	0.00%	0.00%	1.79%
Recorder	11.96%	0.00%	6.67%	18.01%	8.04%
Sheriff	13.80%	15.00%	10.52%	4.66%	4.46%
States Attorney	27.30%	15.58%	5.19%	15.68%	11.61%
Veteran Service Office	0.00%	0.00%	2.81%	3.60%	5.80%
Weed	1.84%	0.38%	2.22%	0.00%	0.00%
Parks	0.00%	0.00%	0.00%	0.00%	1.79%
TOTAL	100.00%	100.00%	100.00%	100.00%	100.00%

The amount of applications that have been received in a year is called applicant flow. The applicant flow for Mid-Year 2026 is at **307** applications. This is a significant number for applications to process within a six (6) month period. For comparison the applicant flow for the past years is **472** applications in 2025, **675** applications in 2024, **520** applications in 2023, and **326** applications in 2022.

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

The Human Resources department uses The Personnel Action Form(PAF) for HR actions to initiate any HR activity that involves employees of Burleigh County. The table below lists the different types of HR actions that are processed through the Human Resources Department. Each type of HR action represents a workflow process that has to be completed by one or more human resources employee(s). Tracking the HR actions provides a measurement tool that reveals the activity level in the Human Resources Department. Year-to-date 2026 shows **447** HR actions processed. This is significantly higher than in previous years as the human resources department has processed **87%** of the annual 2025 HR actions, **71%** of the annual 2024 HR actions, **61%** of the annual 2023 HR actions, and **77%** of the annual 2022 HR actions. Even if the recruitment activity slows down for the remainder of 2026, the number of HR Actions processed annually for 2026 will likely be higher than in past years. The table below breaks down the eighteen (18) different types of HR actions processed in a given year.

HR Actions	2020	2021	2022	2023	2024	2025	2026YTD
New Hire	90	55	62	91	90	69	66
Rehire	16	11	18	7	8	5	4
Promotion	11	19	25	32	11	16	16
Demotion	1	3	5	4	4	4	2
Transfer	5	6	9	10	5	1	1
Pay Step Increase	22	0	246	409	340	267	240
COLA Only	6	0	68	0	1	6	26
Temporary Stipend	2	1	6	1	4	9	9
End Temp Stipend	2	1	0	0	2	2	3
End of Probation - (BCHSZ)	4	2	8	3	6	5	4
Probationary Increase	38	56	48	51	63	51	23
Market Adjustment	0	0	3	27	36	6	2
Reclassification	2	0	12	2	1	0	5
Voluntary Resignation	75	53	58	80	43	49	35
Discharge	5	11	10	8	12	12	6
Retirement	10	6	2	4	1	6	4
Forced Resignation	3	2	2	3	1	4	1
Death	0	0	1	1	0	0	0
TOTALS	292	226	582	732	628	512	447
Duration	Year	Year	Year	Year	Year	Year	6 Months
YTD 2026 Percentage of Prior Years	153%	198%	77%	61%	71%	87%	

When the Year-to-Date HR Actions for 2026 thus far are broken down by department, the highest department percentages for HR actions processed is; BMDC (Detention Center) – **32%**, Highway – **16%**, States Attorney Office – **15%**, and Sheriff – **15%**. The other departments range from 0% to 6%.

The average time to fill a position is **26 days**. The average time to fill a position is significantly longer for Assistant States Attorney I and II positions at **149 days** to fill. This is due to the recruitment pool having been so competitive for Attorneys in both public and private entities.

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

The North Dakota Labor Market Information (NDLMI) data lists the unemployment rate for North Dakota in May, 2026 at just **1.9%**. In Burleigh County the unemployment rate in May, 2026 was lower at **1.7%**. The NDLMI listed the amount of unemployed people actively looking for work in North Dakota at **8,225** as of May 2026. The NDLMI listed only **933** unemployed people actively looking for work in Burleigh County in May 2026. As a result, in Burleigh County, we have more jobs available than there are unemployed people to fill them. The low unemployment percentage and the number of unemployed people actively seeking work creates a very tight labor market environment for recruitment. Local government entities cannot compete with private businesses based on compensation, and our retirement plan has been significantly reduced for any new employees that do not have prior service with an NDPERS participating entity. This narrows the recruitment prospects to an even smaller group.

The cost of advertising for Burleigh County jobs is Year-to-Date 2026 at **\$3,969.00** which is **50%** of the 2026 human resources department jobs advertising budget. This expense is tracking to be significantly higher than in past years; **\$5,077.00** in 2025, **\$5,647.00** in 2024, **\$5,398.00** in 2023, and **\$6,423.00** in 2022.

We continue to recruit for Assistant States Attorney I and II positions as this is an on-going process. Also, we continue to recruit for Detention Officer positions due to turnover within the BMDC Detention Center. The Detention Officer position is seen as a first step or entry level to become a law enforcement officer for Burleigh County or any of the surrounding law enforcement agencies.

Employee Relations

This section includes the number of employee complaints or employee actions based on employee conduct that have been reported during the year. It also includes all internal investigations that were either performed by the HR Director or where the HR Director participated as a consultant throughout the process. The last row in the table below shows the number of disciplinary actions that have resulted from the internal investigations. Disciplinary actions include employee warnings, letters of caution, letters of reprimand, employee suspensions, forced resignations, and employee discharges. These numbers are tracking to be slightly increased for 2026 as compared to the annual totals in past years.

Employee Relations	2022	2023	2024	2025	YTD 2026
Complaints	43	41	42	31	21
Investigations	18	32	29	26	15
Disciplinary Actions	22	13	17	18	9

BURLEIGH COUNTY
HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

Job Reclassifications

Burleigh County has used the Decision Band Method (DBM) Ranking system to perform any job reclassifications needed for over fifteen (15) years. The job classification analysis was outsourced to Gallagher Consulting out of Minneapolis, MN as the vendor. In April 2023 the human resources department brought the job classification analysis and evaluation system into the human resources department rather than continue to outsource this task. The main reason why this was done was that the outsourced vendor provided an inferior product and was charging Burleigh County \$500.00 per job reclassification. However, when the results of their reclassification analysis came back to us, it was diluted, and the exact same data was given to us as the data that we had sent them.

Therefore, our own version of a DBM ranking type system was created and has been used since 2023 to perform the job classification analysis. This variation of the DBM type ranking system has proven to be accurate and effective over the years since its implementation and has been named the PBM Ranking System. Burleigh County has a total of one hundred and twenty-two (122) job descriptions. The following table shows the status and the progress made for each job description in the reclassification system.

The goal is to develop a schedule so that every job description is reviewed for proper essential job duties, education and experience requirements, and appropriate job classification at least every five (5) years. The human resources department started this project by performing reclassifications when the position became vacant. However, there were other positions that needed to be reclassified along with the vacant position as they were similar. The goal is to reclassify positions by department. At this time the human resources department has reclassified 76 positions and is working on a schedule for the remaining 46 positions.

YEAR	Job Classifications Reviewed	Vendor Used
YTD 2026	17	BCHR
2025	24	BCHR
2024	26	BCHR
2023	4	BCHR
2022	5	Gallagher
2021	8	Gallagher
2020 older	38	Gallagher
Total Jobs	122	

BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

HR Compliance & Policy Updates

The human resources department continues to learn the Paylocity HRIS, Payroll, and Benefits (Paylocity System). Once workflows can be automated and the human resources department employees feel comfortable with the processes, more of the HR actions that are done manually now will be automated for accuracy and efficiency of recordkeeping.

It is important to note that prior to the implementation of the Paylocity System, the human resources department was manually compiling all employee data for reporting and manually tracking employee actions even for the simplest of tasks. The processes are gradually being automated as the human resources employees are able to put aside time to create, test, implement, and review each HR action process.

Human Resources Policies that are being updated in 2026:

- Recruitment & Selection Policy
- Employment Policy
- Employee Compensation Policy
- Tuition Reimbursement Policy

Benefits

The Burleigh County Health Insurance Plan (Plan) premiums will increase by **4%** in 2027 as compared to **8%** in 2025, **8%** in 2024, **8%** in 2023, and **2%** in 2022.

The main reason for the lower increase to the health insurance premium contributions for the 2027 Plan Year is that BCBSND has required a certain formulary prescription drug plan. This includes the legislative mandate to cover insulin for type I diabetics. It also restricts some of the normal GLP-1 drugs that are commonly used for weight loss. The Net Results Prescription Drug Formulary list will provide a savings to the Plan of around **3-4%**. The Net Results Formulary list will be mandated for the 2027 plan year effective January 1, 2027.

BCBSND has entered a strategic affiliation with Cambria Health Solutions effective February 1, 2026. BCBSND will retain its name, board of directors, mutual status, and local philanthropic foundation. The affiliation will leverage Cambria's technology infrastructure, shared services, and best practices while preserving the BCBSND strong local presence and community commitment.

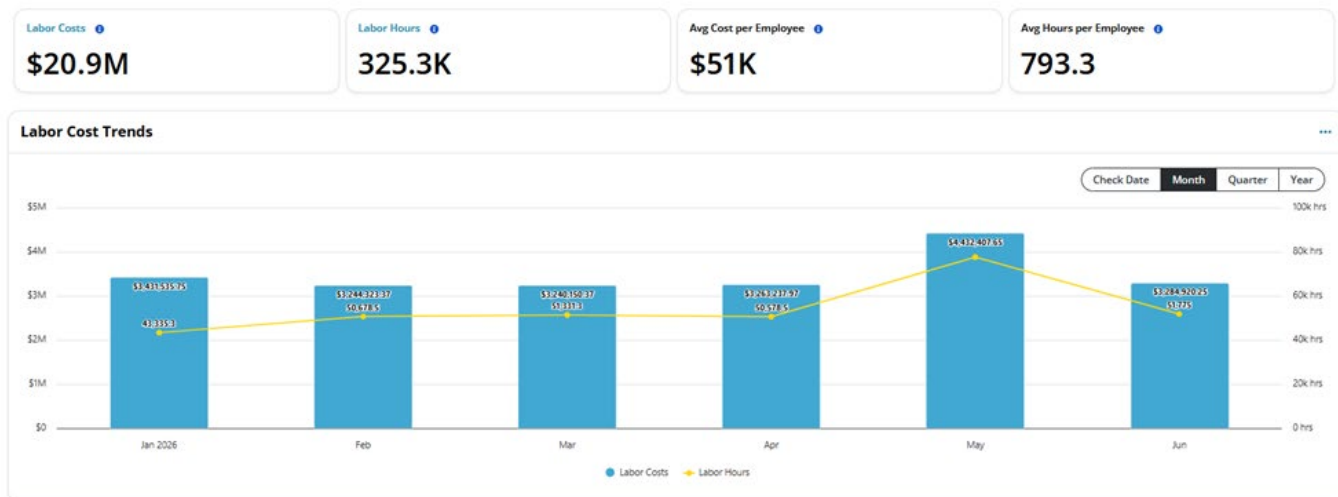
BURLEIGH COUNTY
HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

Compensation

Burleigh County has implemented the Paylocity HRIS, Timekeeping and Payroll System. A feature of this system allows the human resources department to see “Data Insights” this provides different information regarding Labor Compensation Costs. The bar chart below provides a picture of the employee compensation costs per month from January to June 2026. The monthly compensation amount is listed on the top of the blue bar and the labor hours are listed as points along the yellow line. Labor Costs mid-year are listed at **\$20.9** million dollars for all employees working at Burleigh County including the Burleigh County Human Service Zone employees. The amount includes employee salary and employer paid benefits.

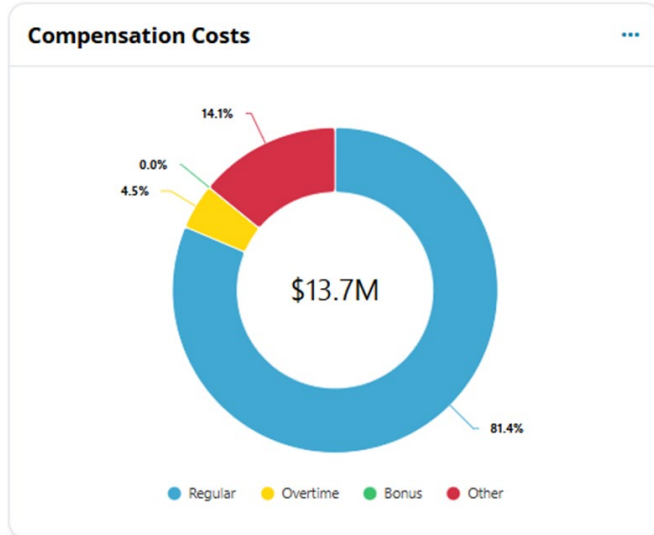
The 2026 budgeted amount for Burleigh County employees’ salaries and benefits was approved at approximately **\$45,210,000.00**. As of mid-year 2026, we are tracking the budget well at a little under **50%** of the budget expended over the first thirteen (13) payrolls of 2026.



The compensation costs for mid-year 2026 are: **\$11,132,083.89** in regular wages, **\$618,839.57** in overtime wages, and **\$1,928,570.48** in other (this includes NDPERS, and Basic Life Insurance employer paid contributions). The compensation costs break down is listed by percentage in the donut chart below:

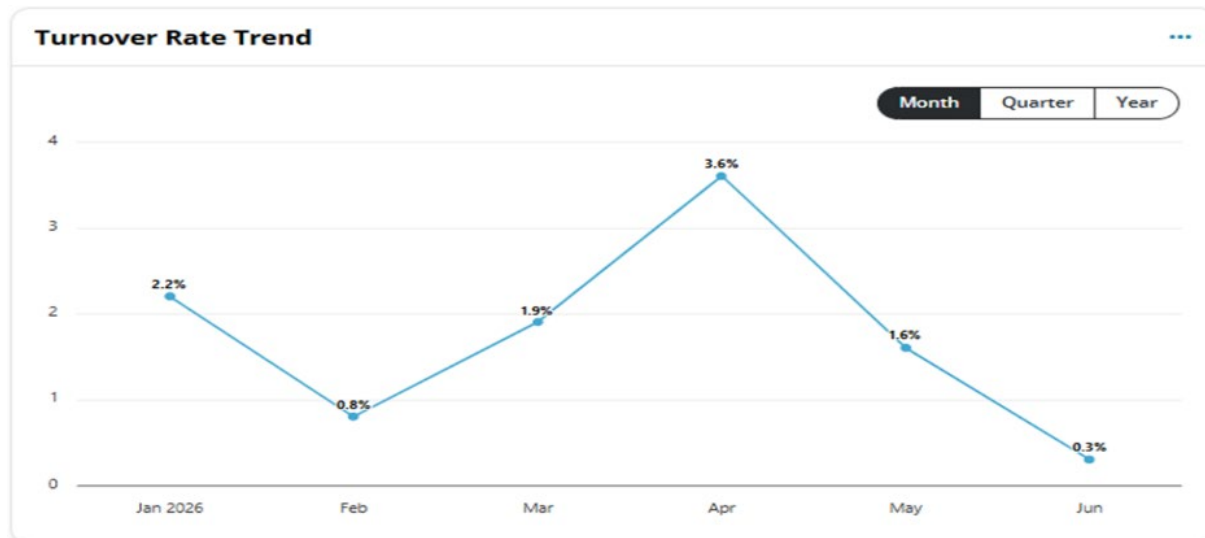
BURLEIGH COUNTY
HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR



Workforce Metrics

The workforce metrics include the turnover trend rate and also the newly hired employees and the terminated employees. The line chart includes the turnover rate trend of **3.6%**.



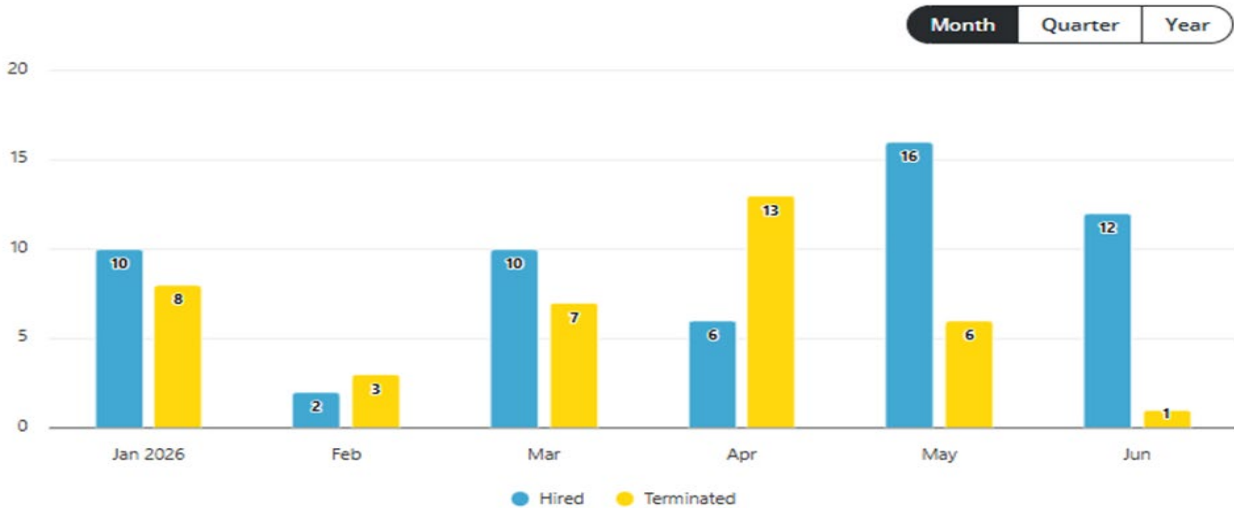
BURLEIGH COUNTY

HUMAN RESOURCES DEPARTMENT

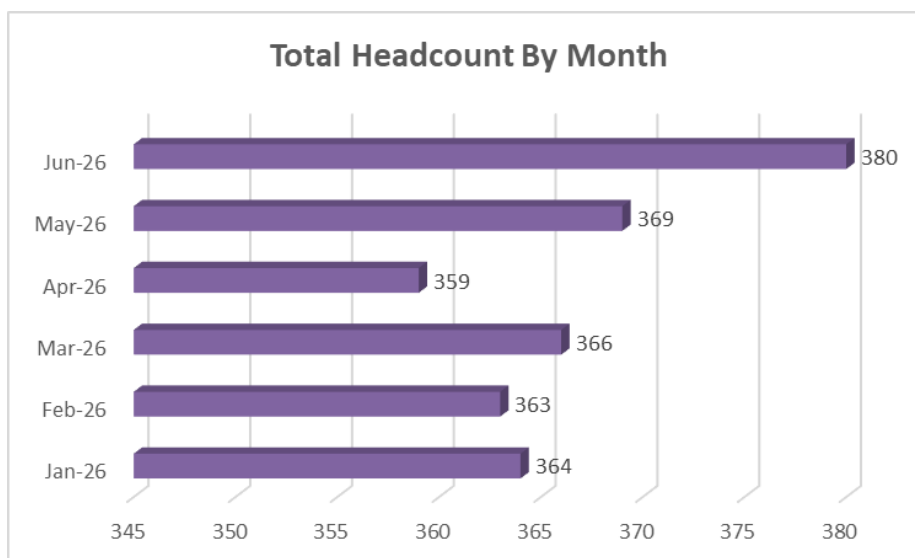
PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

The hired and termed over time employees report can be located in the bar chart by month below. The blue bars are the new hires, and the yellow bars are the terminations. The total head count bar chart displays the monthly total headcount. From January to June 2026 the headcount went from 364 to 380 as stated in the purple bar chart below.

Hired vs. Termed Over Time



Total Headcount By Month



BURLEIGH COUNTY
HUMAN RESOURCES DEPARTMENT

PAMELA J. BINDER, SPHR, SHRM-SCP
HR DIRECTOR

Risks, Issues, or Concerns

At this time the main concern the human resources department has is the lack of quality applicants for our open positions and having potential new employees either decline our employment offer or resign less than a month after their start date. We have had seven (7) candidates decline our job offers. This was mainly due to Burleigh County not being able to meet their salary expectations. As Burleigh County has a Pay Grade and Pay Step Compensation Program and not a Merit Pay Program this could continue to be a concern in some positions well into the future.

Upcoming Priorities / Next Steps

- Continue the recruitment efforts to obtain quality employees for Burleigh County.
- Research different programs that would help Burleigh County retain our tenured employees.
- Move the human resources department into our designated area on the newly remodeled sixth floor of the Provident Building. We have set a target move date of mid-July, 2026. After a year of the human resources department being displaced, it will be great to have our own workspace again!

ITEM

9

BURLEIGH COUNTY STATE'S ATTORNEY

STATE'S ATTORNEY
JULIE LAWYER

TO: Burleigh County Commission

FROM: Julie Lawyer, State's Attorney

DATE: July 1, 2026

RE: Request for Salary Variance – Legal Assistant

I am requesting a salary variance for a new hire for the State's Attorney Legal Assistant I position. The request is for a grade 4, step 10 salary of \$56,742.40 per year.

The successful candidate comes to us with approximately thirty-two years of experience as a legal assistant working in criminal defense, with specific experience in juvenile matters and adult criminal matters in state and federal courts.

The State's Attorney Legal Assistant I position has minimum education / experience requirement for of a 2-year degree with emphasis in the legal field preferred OR 2 years' experience performing legal office support. Given that this candidate has nearly thirty years of additional legal assistant experience than the minimum qualifications we require, I believe a variance in the starting salary is justified.