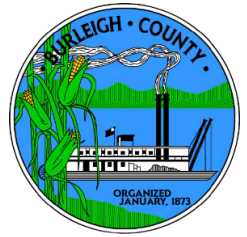




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



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)

August 17th, 2026

5:00 P.M.

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY PARK BOARD

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of August 3, 2026, meeting minutes.
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
7. Commissioner Munson:
 - a. Discussion on formation of a new Park Board. (Page 6)
 - b. Discussion of hybrid Parks/Highway Department employee. (Page 15)
8. Other Business.
9. Adjourn.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of August 3, 2026, meeting minutes and bills. (Page 17)
5. **PUBLIC COMMENT.** *Restricted to Burleigh County residents and landowners.*
6. Consent Agenda:
 - a. Abatements.
 - b. Authorization to publish weed cutting notice.
 - c. 2026 Q2 Investment Report.
 - d. Check replacements.
7. Designation of delegate to the Annual NDACo Conference. (Page 27)
8. Other Business.
9. Adjourn.

The next regularly scheduled Commission meeting will be on September 10, 2026.

Mark Splonskowski

Burleigh County Auditor

COUNTY PARK BOARD

**BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
AUGUST 3, 2026**

5:11 PM

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. Bakken, 2nd by Comm. Munson to approve the agenda with moving item 7A, discussion on formation of a new park board, to the end before other business. Commissioners Bakken, Behm, Herman, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the July 6, 2026, meeting minutes. 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 started a discussion on the Kimball Bottoms asphalt removal. Houston Engineering representative Nic Cullen reported on a July 23, 2026, site meeting with the U.S. Army Corps of Engineers and County Auditor Mark Splonskowski. Cullen stated that the Corps was requiring removal of deteriorating asphalt to prevent additional material from entering the Missouri River. The proposed work includes removing approximately 18,000 square feet of asphalt from the top of the bank to the Jersey barriers, removing visible pieces along the water's edge where reasonably accessible, placing topsoil, and reseeding the area while avoiding disturbance of existing bank vegetation. Cullen stated that state and local floodplain, no-rise, sovereign lands, and other regulatory approvals would be required. Motion by Comm. Munson, 2nd by Comm. Woodcox to authorize Houston Engineering to prepare plans, bid specifications, and an opinion of probable cost for the Kimball Bottoms asphalt removal project and return the project to the Board for consideration. Members Bakken, Behm, Herman, Munson, Schwab, Woodcox, and Chairman Bitner voted 'AYE'. ***Motion carried.***

Commissioner Munson reported that the County had been awarded a \$50,052 grant to assist with engineering costs for the Kimball Bottoms bank stabilization project. No action was required.

Commissioner Munson reported that a tree had fallen on the Kniefel Boat Ramp vault toilet in early July and damaged the roof. The walls remained intact, and the manufacturer could produce a replacement roof and identify a certified installer. The facility remained usable, but replacement was needed before winter to prevent further moisture and freezing damage. Insurance coverage was available subject to the County's deductible, and removal of the remaining stump had been scheduled. No action was taken

Discussion was had addressing dredging at the Kniefel Boat Ramp. Commissioner Munson stated that the County had completed dredging within its area of responsibility and that the adjacent marina was responsible for dredging beyond the established boundary.

Commissioner Munson presented a proposal to reorganize the County's park operations. The proposal would place the Missouri Valley Complex within the park system, change the Board's composition to two county commissioners and five at-large members, and establish staffing and operational responsibilities. Discussion addressed accountability, financial authority, staffing needs, long-range planning, cooperation with County departments, and the value of reviewing successful models used by other counties. Motion by Comm. Woodcox, 2nd by Comm. Bakken to table the proposed Park Board reorganization until additional information could be gathered, including research into nearby models and strategic planning options. Members Bakken, Behm, Herman, Munson, and Woodcox voted 'AYE'. Member Schwab and Chairman Bitner voted 'NAY'.

Motion carried.

No other business was heard.

Meeting adjourned.

5:47 PM

Mark Splonskowski, Auditor

Brian Bitner, Chairman

Strategic Reorganization of the Burleigh County Park Authority : A Comprehensive Governance and Operational Transition Plan

The administrative evolution of the Burleigh County Park District represents a seminal shift in the regional management of public recreational assets. The Bismarck Parks and Recreation District (BPRD) acted as the primary operational agent for Burleigh County's park inventory through a series of cooperative agreements and joint powers frameworks. However, the formal decision by the BPRD Board of Park Commissioners on November 20, 2025, not to renew the management agreement with the Burleigh County Commission has fundamentally altered the landscape of local governance.¹ This conclusion of service, effective at the end of the 2025 calendar year, encompasses the management of all county boat ramps, county - owned parks, and the significant Missouri Valley Complex.¹ Consequently, the Burleigh County Commission is now tasked with the standalone reorganization of its park district, a process that necessitates a rigorous adherence to the North Dakota Century Code (NDCC), a strategic realignment of fiscal resources, and the establishment of an independent administrative infrastructure.

The necessity of this reorganization is punctuated by the termination of the joint powers agreement regarding the riverfront mill levy, an action initiated per Burleigh County's direction and finalized by the BPRD in December 2025.² This move signifies a broader trend toward administrative autonomy, allowing the county to tailor its recreational offerings to the specific needs of its constituency. The transition requires a sophisticated understanding of the legal authorities granted under NDCC Chapter 11-28 and 11-28.1, as well as the practical challenges of maintaining complex river access sites and specialized recreation areas like Kimball Bottoms.

Statutory Architecture and Governance Framework

The reorganization must first be anchored in the legal mandates provided by North Dakota law. NDCC Section 11-28-01 dictates the composition of the board of county park commissioners. The Burleigh County Park Board is structured as a seven-member body, integrating five elected county commissioners with two "lay" members who must be resident citizens of the county.⁴ This hybrid structure is designed to ensure that the policy -making body remains directly accountable to the electorate through the commissioners while benefiting from the specialized focus and community perspective of the appointed residents.

Under Section 11-28-02, the terms for these appointed members are fixed at three years, with a requirement that vacancies be filled by the board of county commissioners as soon as practicable.⁴ The internal organization of the board is equally regulated; within twenty days of appointment or personnel changes, the board must select a chairman and establish a meeting schedule.⁴ In Burleigh County, these meetings are typically held in conjunction with regular County Commission sessions at 5:00 PM on an as-needed basis in the Tom Baker Meeting Room.⁶

Burleigh County Park Authority recommended changes for 2027.

Change the membership make up of 2 County Commissioners and 5 public members at large. Missouri Valley Complex committee to become a sub committee of the Park Authority.

Mandatory Roles of County Officials

A critical element of the reorganization is the statutory integration of existing county offices into the park district's administrative function. This ensures fiscal and legal oversight without the immediate need for a parallel bureaucracy.

County Official	Statutory Role in Park District	Legal Authority
County Auditor	Serves as Secretary of the Park Board	NDCC 11-28-03 ⁴
County Treasurer	Serves as Treasurer and Custodian of Funds	NDCC 11-28-03 ⁴
State's Attorney	Acts as Legal Adviser and Prosecutor/Defender	NDCC 11-28-03 ⁴
County Commission	Appointing authority for lay members and mill levy oversight	NDCC 11-28-01, 11-28-06 ⁴

The requirement that park funds be maintained in a separate account by the county treasurer is a fundamental safeguard.⁴ As the county transitions away from BPRD management, it must ensure that all previously shared revenues, are correctly accounted for and transferred into

this dedicated county fund.² This separation of funds prevents the diversion of park resources for general county purposes and maintains the transparency required for public audit.

Comprehensive Asset Inventory and Site - Specific Considerations

The Burleigh County park system is characterized by its focus on Missouri River access and large-scale rural recreation. This inventory is distinct from the neighborhood -park model of the city, requiring different maintenance equipment and expertise.

Boat Ramp and River Access Facilities

The county's boat ramps are arguably its most vital and labor-intensive assets. These facilities provide the primary public conduit to the Missouri River and Lake Oahe for residents and visitors.

- **Kniefel Landing (Burnt Boat):** Located near the Bismarck city limits, this site is a high-traffic river access point. Recent discussions have focused on the maintenance and operation of its fish cleaning station and the ongoing need for dredging to ensure navigability.⁸
- **Kimball Bottoms (The Desert):** This 400-acre site is a complex multi-use area featuring off-road vehicle (ORV) trails, primitive camping, and shoreline fishing.¹⁰ Management of this site requires coordination with the US Army Corps of Engineers (USACE), as it operates under federal shoreline management policies.¹¹
- **McLean Bottoms (Rifle Range):** Another significant river access point, often used by hunters and recreational boaters. Its proximity to other county and state lands necessitates clear boundary management.⁶
- **Steckel Park (Wilton):** Serves the northern portion of the county, providing essential water access for residents near the Wilton area.⁶

Dedicated Parks and Specialized Complexes

- **Driscoll Sibley Park:** A historic and community-oriented park that hosted a time capsule reveal in 2024, highlighting its role as a repository of local heritage.¹³ It features camping and picnic shelters that require seasonal staff for reservation management and cleaning.⁶
- **Missouri Valley Complex:** A versatile facility that includes community gardens and space for large-scale events like the Central Dakota Card Show.² The 2017 Master Plan for this complex remains the guiding document for its future development.⁶
- **Mitchell Lake (Wing):** Provides water-based recreation in the eastern part of the county,

requiring monitoring of water quality and habitat preservation. ⁶

- **Swenson Park:** Outdoor recreation area located at 62nd Ave. SE in Lincoln, ND, just east of the Bismarck area

Administrative and Personnel Infrastructure

Transitioning away from BPRD means the county can no longer rely on the city's specialized parks staff, from horticulturists to maintenance mechanics.

Future needs within the Park Authority will require a staff:

2026: Temporary Park Maintenance Tech (through July of 2026)

2026 / 2027: Hybrid Park Maintenance / Highway

2027:

Park District manager

Hybrid Park/Highway

2028: Addition of Full time Park Maintenance Tech

Regulatory Ordinances and Public Safety

One of the most immediate requirements of the reorganization is the adoption of a comprehensive set of park ordinances. Previously, BPRD ordinances were enforced by both park staff and the Burleigh County Sheriff.³⁰ The county must now draft its own rules that reflect the specific needs of its properties.

Key Areas for New Ordinances

- **Animal Control:** Current BPRD rules require animals to be on a leash no longer than six feet and mandate the cleanup of excrement.³¹ The county should adopt similar standards, particularly for high-density areas like Driscoll Sibley Park and McDowell Dam.¹⁰
- **Firearms and Projectiles:** BPRD generally prohibited the discharge of firearms in parks, with narrow exceptions for archery ranges or special deer reduction licenses.³⁰ Burleigh County's rural parks, such as McLean Bottoms, are often adjacent to hunting areas, requiring more nuanced ordinances that balance recreational safety with traditional land uses.⁶
- **Camping and Length of Stay:** To prevent semi-permanent residency in primitive areas like Kimball Bottoms, the county should maintain the 14-day limit within any 30-day period.⁶
- **Off-Highway Vehicles (OHVs):** The management of Kimball Bottoms (The Desert) is predicated on the regulation of OHVs. The county has already begun drafting a new OHV ordinance to address enforcement and signage.²⁴

Strategic Implementation Checklist for the Burleigh County Commission

This reorganization should be approached in four distinct phases, ensuring legal, financial, and operational readiness.

Phase 1: Institutional Foundation (Months 1 -3)

The focus of this phase is the formal establishment of the board and the legal framework.

- **Formal Resolution of Reorganization:** The Commission should pass a resolution citing NDCC 11-28 to officially assume all management duties previously delegated to BPRD.¹
- **Board Member Orientation:** Conduct training for the two lay members on their fiduciary duties and the open meeting laws under NDCC 44-04-20.⁴
- **Bylaw Adoption:** Establish regular meeting dates that do not conflict with other major county boards, ensuring the Auditor can fulfill the role of Secretary.⁴
- **Ordinance Drafting:** Task the State's Attorney with drafting a unified set of county park

ordinances, incorporating necessary OHV and river-access regulations.²⁴

- **Separate Account Activation:** Confirm the Treasurer has established the dedicated Park District Fund and that any trailing revenues from BPRD are deposited there.²

Phase 2: Administrative and Staffing Setup (Months 3 - 6)

This phase builds the internal capacity to manage the parks.

- **Finalize Staffing Plan:** Adopt the job descriptions for the Park District Manager Park Maintenance Technician.⁹
- **Equipment Acquisition:** Identify and purchase essential maintenance equipment. The 2026 preliminary budget includes the sale and purchase of equipment like Pickups, trailer, and Lawn mowers through the Highway Department, which may be shared with the Park District.²⁵
- **NDIRF Enrollment:** Complete the comprehensive liability and hazard survey for all county park sites to ensure uninterrupted insurance coverage.²⁶
- **Service Contract RFPs:** Issue bids for specialized services that the county may not yet have the capacity to perform, such as septic pumping for vault toilets or large -scale mowing.³³

Phase 3: Operational Transition and Site Management (Months 6 - 9)

This phase involves the physical takeover of the properties.

- **Lease/Permit Transfer:** Work with the USACE to ensure all management permits for Kimball Bottoms and other federal -interfaced lands are in the county's name.¹⁰
- **Facility Safety Audit:** Conduct a baseline inspection of all docks, ramps, and playground equipment to establish a prioritized maintenance schedule.²⁶

Phase 4: Long-term Strategic Planning (Months 9 - 12+)

The final phase looks toward the sustainable future of the district.

- **Mill Levy Evaluation:** Based on actual operational data from the first six months, determine the necessary mill levy for the 2027 fiscal year to maintain service levels without relying on reserves.⁴
- **Master Plan Update:** Re-evaluate the 2017 Missouri Valley Complex Master Plan to ensure it aligns with the county's independent vision.⁶
- **Grant Pipeline Development:** Establish a recurring schedule for applying for state grants like the Park District Facility Renovation Grant.³⁴
- **Community Engagement:** Initiate a regular series of public forums to solicit input on the direction of the county parks, ensuring the "lay" members act as a conduit for resident feedback.⁴

Inter -Departmental and Inter -Agency Cooperation

The success of a standalone county park authority in a region with a lean administrative tradition relies heavily on cooperation. The reorganization should not seek to replicate BPRD's urban model but rather to forge a "Burleigh Model" that utilizes existing county strengths.

The Role of the Water Resource District

The Burleigh County Water Resource District is a crucial partner. Its jurisdictional boundaries match those of the county, and it already possesses regulatory authority over dams and watercourses.¹⁵ At McDowell Dam, the BCWRD has been the lead agency for major projects like the supplemental water supply from Apple Creek.¹⁴ The Park District should view the BCWRD not just as a landlord at McDowell Dam, but as a technical partner for all water-based recreation sites.

Cooperation with the Highway Department

The Highway Department is the county's most well -resourced operational entity. Its role in addressing Apple Creek erosion near Sibley Drive demonstrates its capacity for emergency infrastructure repair.³⁵ By formalizing a relationship where the Highway Department provides heavy equipment and engineering expertise for park roads and boat ramps, the Park Authority can remain "lean" while ensuring professional-grade maintenance.

Law Enforcement and the Sheriff's Office

With the cessation of BPRD enforcement, the Burleigh County Sheriff's Department becomes the primary law enforcement agency for the parks. The Commission should consider a dedicated "Parks Patrol" during peak season, particularly to manage the OHV activity at Kimball Bottoms.¹⁰ This requires a clear understanding of the park ordinances and the police powers granted under NDCC 11-28.1-01.³

The Future of the Missouri Valley Complex

The Missouri Valley Complex serves as the headquarters for several county functions and remains a focal point of the reorganization. The recent decision to approve the management of community gardens for 2026 as requested by the county suggests that this site will remain a hub of public-private partnership.²

The master planning committee for this complex includes representatives from the County Commission, the Park Authority, and BPRD leadership, alongside stakeholders like the ND Game and Fish and the Junior/High School Rodeo.⁶ As the reorganization progresses, the county must ensure that these partnerships are preserved, even as the administrative lead shifts. The ongoing discussion regarding special assessments for Midwest Drive highlights the complexities of urban infrastructure development at the edge of the county's jurisdiction.³⁷

Strategic Insights into Regional Recreation Trends

The decision to reorganize occurs at a time of shifting recreational preferences. Data from McDowell Dam indicates a significant increase in vehicle traffic, with over 58,000 vehicles entering in 2020.¹⁴ This surge in outdoor activity, likely spurred by post-pandemic shifts in leisure behavior, places additional strain on primitive county facilities that were not designed for high-frequency use.

The "Desert" (Kimball Bottoms) similarly faces pressures from specialized recreation like OHV use. The county's ability to manage these high-impact uses through zoning, ordinances, and physical site improvements will determine the long-term viability of these areas. The feasibility study for Kimball Bottoms discussed in late 2025 will be a foundational document for the new Park Board as they balance access with environmental stewardship.⁸

Conclusion: A Vision for an Autonomous Burleigh County Park Authority

The transition of the Burleigh County Park District from a city -managed adjunct to an independent county entity is a complex but necessary undertaking. By adhering to the statutory requirements of NDCC 11 -28, the county ensures a governance structure that is both legally sound and democratically accountable. The use of reserve funds in the 2026 budget provides a fiscal cushion, allowing the board to build its administrative and maintenance capacity without immediate tax increases.

The reorganization plan outlined here provides a roadmap for the Commission to navigate the legal, financial, and operational challenges of this transition. By focusing on its unique river-based assets, leveraging the strengths of existing county departments like the Highway and Water Resource Districts, and establishing clear, enforceable ordinances, Burleigh County can create a park system that serves as a vital resource for its citizens. The move toward autonomy is not just a separation from the city district but an opportunity to refine and elevate the county's commitment to its rural heritage and the natural beauty of the Missouri River valley.

This reorganization marks the beginning of a new chapter in Burleigh County governance—one where the stewardship of public lands is held directly by those elected to lead the county, supported by a professional staff and a dedicated citizenry. The success of this model will serve as a testament to the county's ability to adapt to changing administrative realities while maintaining its core values of fiscal responsibility and service to the public. Through the careful execution of this plan, the Burleigh County Park Authority is poised to become a premier example of modern, effective county -level park management in the state of North Dakota.

Addenda item for August 17, 2026 Meeting

Action Requested

Burleigh County has the opportunity to hire the first Hybrid Parks and Highway department employee. I would like you to consider an increase from Step 5 to Step 8

Description:

This prospective employee comes to Burleigh County with years of experience of maintenance as well as a CDL license. This specific driver's license will not be used while he is working for the Parks department, but it will be a big help to the Highway Department. I expect that the split of hours worked over a year, will be 60% Highway Department and 40% Parks.

Action needed:

Move to approve the employment offer to a Step 8

COUNTY COMMISSION

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
AUGUST 3, 2026**

5:47 PM

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

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

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

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

Chairman Bitner opened the meeting to public comment.

- No public comment was heard.

Chairman Bitner closed the public comment segment.

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

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

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

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

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

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

No other business was heard.

Meeting adjourned.

6:41 PM

Mark Splonskowski,
County Auditor

Brian Bitner,
Chairman

DRAFT

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

[illegible]

**WEED CUTTING NOTICE
TO LANDOWNERS
(Sec. 63-05 NDCC)**

NOTICE IS HEREBY GIVEN to all landowners to cut all weeds and grasses to a stubble height of approximately six (6) inches adjoining their lands along those roads defined as roadways by the Township Supervisors and the Burleigh County Board of Commissioners, including the weeds and grasses growing within the public right-of-way bordering such highways and their lands. Such cutting shall be completed no later than October 1, 2026. If the landowner or operator fails to cut the weeds and grasses along County and Township roads adjoining their lands, the Township Board of Supervisors or the County Board of Commissioners may cause such weeds and grasses to be cut and the actual cost shall be charged against the land of the landowner and shall become a part of the taxes to be levied against the land for the ensuing year.

BY ORDER OF THE BURLEIGH COUNTY BOARD OF COMMISSIONERS

Mark Splonskowski
Burleigh County Auditor

Run: September 8, 15



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



DATE: August 12, 2026

TO: Burleigh County Commission

FROM: Taylor Schmidt, Interim Finance Director

RE: Q2 2026 Investment Report

BACKGROUND

The County's investment portfolio continued to perform well during Q2 2026 despite declines in both overall portfolio balances and market interest rates.

Average portfolio balances decreased by approximately \$5.2 million from Q1 2026 to Q2 2026. This decline was primarily attributable to maturing investments being transferred to operating accounts to provide for the County's cash flow needs. Because most of the County's revenues are collected early in the year, investment balances typically decline throughout the remainder of the year.

Interest earnings declined during the quarter due to both lower average investment balances and reduced market interest rates. The portfolio yield decreased modestly from 3.84% in Q1 2026 to 3.59% in Q2 2026. This decline was primary attributable to maturing investments that were invested before recent rate decreases.

The benchmark rate increased slightly by 0.12% from Q1 2026 to Q2 2026. Combined with the decline in portfolio yield, this resulted in the portfolio underperforming the benchmark by 0.18% in Q2 2026. Factors contributing to the underperformance included investments being made before rates increased and a delay in corresponding rate increases in the County's money market accounts.

RECOMMENDATION

No action is requested.

ATTACHMENTS

1. Q2 2026 Investment Report



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



INVESTMENT REPORT
Q1 2026

EXECUTIVE SUMMARY

Metric	Current Period		Prior Period		Change
Total Average Portfolio Balance	\$	64,469,589.56	\$	69,706,001.56	\$ (5,236,412.00)
Total Interest Earned	\$	576,572.12	\$	660,168.27	\$ (83,596.15)
Portfolio Yield (%)		3.59%		3.84%	-0.25%
6-Month Treasury Benchmark		3.77%		3.65%	0.12%
Variance to Benchmark		-0.18%		0.19%	-0.37%

AVERAGE BALANCE BY ACCOUNT TYPE

Account Type	Average Balance	% of Portfolio
Money Market	\$ 33,762,187.33	52.36%
Certificates of Deposit (CDs)	\$ 17,109,300.48	26.54%
U.S. Treasuries	\$ 7,553,754.06	11.72%
Fixed Income	\$ 6,044,347.69	9.38%
Total Portfolio	\$ 64,469,589.56	100.00%

INVESTMENT EARNINGS SUMMARY

Account Type	Average Balance	Interest Earned (\$)	Yield (%)
Money Market	\$ 33,762,187.33	\$ 292,849.98	3.48%
Certificates of Deposit (CDs)	\$ 17,109,300.48	\$ 170,543.17	4.00%
U.S. Treasuries	\$ 7,553,754.06	\$ 70,802.65	3.76%
Fixed Income	\$ 6,044,347.69	\$ 42,376.32	2.81%
Total Portfolio	\$ 64,469,589.56	\$ 576,572.12	3.59%

BENCHMARK COMPARISON

Metric	Portfolio		6-Month Treasury		Variance
Yield (%)		3.59%		3.77%	-0.18%
Interest Earned (\$)	\$	576,572.12	\$	599,179.96	\$ (22,607.84)

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

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

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

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

NAME AND ADDRESS OF PAYEE:

SHAWN GUNDERSON
4 GREELY DR
LINCOLN, ND 58504

Check Amount: \$25.00
Check Date: 5/16/2024
Original Check #: 129374

AFFIDAVIT AND AGREEMENT

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

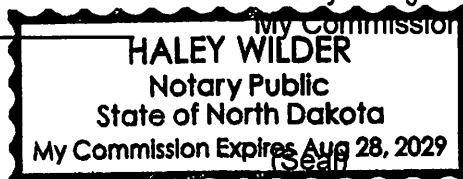
I hereby state under oath that the above-described check has never been presented to me for payment, nor transferred to any other person or persons, and the same is believed to have been lost or destroyed, and that I hereby request the County of Burleigh to issue a duplicate payment for said check.

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

Subscribed and sworn to before me:

Shawn Gundersen
Signature of Payee
Date 8-10-2026

Haley Wilder
Notary Public - County of Burleigh
My Commission Expires 8/28/29



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

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

Burleigh County Auditor

Date

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

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

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

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

NAME AND ADDRESS OF PAYEE:

REBECCA NOYES-HERDEBU
3237 DORTMUND PL
BISMARCK, ND 58504

Check Amount: \$41.54
Check Date: 10/17/2024
Original Check #: 130755

AFFIDAVIT AND AGREEMENT

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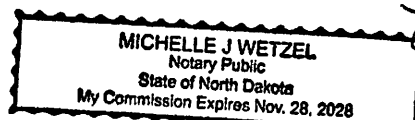
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Rebecca Noyes-Herdebu
Signature of Payee
Date 8-10-2020

Subscribed and sworn to before me:

10th Day of August, 2026
Notary Public - County of Burleigh
My Commission Expires 11-28-2028



Michelle J. Wetzel
(Seal)

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

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

Burleigh County Auditor

Date

BURLEIGH COUNTY CHECK REPLACEMENT
(4-17)

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

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

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

NAME AND ADDRESS OF PAYEE:

MIKE BOLME
858 COMPASS LOOP
BISMARCK, ND 58504

Check Amount: \$52.26
Check Date: 1/3/2025
Original Check #: 131652

AFFIDAVIT AND AGREEMENT

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

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

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

Mike Bolme
Signature of Payee
Date 8/13/24

Subscribed and sworn to before me:

Elizabeth Brocker
Notary Public - County of Burleigh
My Commission Expires _____



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

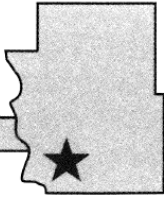
Duplicate warrant # _____ issued this _____ day of _____, 20__

Burleigh County Auditor

Date

ITEM

7



Request for County Board Action

DATE: August 17, 2026

TO: Burleigh County Commission

ITEM: Appoint NDACO Delegate and Alternate

REQUEST: The 2026 NDACo Annual Conference & Expo takes place October 11–13, 2026, at the Bismarck Event Center. Official delegate activities include voting on legislative resolutions, business meetings, and board elections.

Conference Details & Delegate Events

- **Dates:** October 11–13, 2026
- **Location:** Bismarck Event Center, 315 South 5th Street, Bismarck, ND
- **Delegate Functions:** Legislative resolution voting, NDCCA business meeting, and board elections