

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
FEBRUARY 19th, 2025**

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

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the meeting agenda. All members present voted 'AYE'. Motion carried.

Chair Bitner requested a motion to approve the bills. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bills. All members present voted 'AYE'. Motion carried.

Chair Bitner listed the following meeting minutes which still needed approval; December 16th, 2024, January 6th, 2025, February 3rd, 2025 meeting minutes and the December 23rd, 2024 special meeting minutes. Discussion of each set of minutes was had.

- Chair Bitner listed additional changes that needed to be made to the December 16th, 2024 meeting minutes. On the bottom of the second page, remove the statement, 'In Q4 of 2024, Burleigh County underperformed by \$226,900, with Morton County underperforming by \$38,000' as it was already stated in a paragraph with the correct date. On the second page, second bullet point remove, 'with and supported the various investment decisions made by the Auditor/Treasurer's office'. On the second page, fifth bullet point remove, 'Splonskowski refuted a point that was seemingly made in Director Jacobs' report stating that the Auditor/Treasurer's office did not experience any turnover in the 2023 year, as not only did he enter the office of County Auditor/Treasurer on April 1st, 2023'. In the middle of the second page, replace the word 'clarified' with 'stated' and remove, 'According to Jacobs' on the same page. Remove the word, 'minor' on the second to last paragraph on the second page. Motion by Comm. Schwab, 2nd by Comm. Munson to table the minutes from December 16th, 2024 to review with the changes made. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Bakken, 2nd by Comm. Munson to approve the December 23rd, 2024 special meeting minutes. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the January 6th, 2025 meeting minutes. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Munson, 2nd by Comm. Bakken to approve the February 3rd, 2025 meeting minutes. All members present voted 'AYE'. Motion carried.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Austin Vilardi & Aubrey Tocci	2024	Lot 3, Block 3, Wheatland Hills 2nd	70% Disabled Veteran	\$329,000	\$276,500
William Teply	2024	Lot 15, Block 2, Eastside Heights	100% Disabled Veteran	\$383,600	\$203,600
Eugene & Carlotta Kostelecky	2024	Lot 28, Block 20, Homan Acres 6th	80% Disabled Veteran	\$163,700	\$145,700
Troy & Kayla Skelton	2024	Lot 3, Block 1, Replat Lots 14-23, Block 1, the Pointe	80% Disabled Veteran	\$392,100	\$356,100
Astrid Senger	2024	Lot 7, Block 1, North Hills 13th	100% Disabled Veteran	\$413,700	\$233,700
Timothy & Angela Wicks	2024	Lot 8, Block 2, Rplt Lot 10 Blk 1 North Hills 1st	100% Disabled Veteran	\$339,800	\$159,800
Lutene Roth	2023	Lot 16, Block 6, Tatley Meadows VI	100% Homestead Credit	\$305,300	\$105,300
Lutene Roth	2024	Lot 16, Block 6, Tatley Meadows VI	50% Homestead Credit	\$308,100	\$208,100
Ronald & Carol Bodine	2024	Unit 3 Mapleton Place Condos, Aud Lot 1634 of Lot 2, Block 2, Pebble Creek Addn	50% Homestead Credit	\$193,700	\$96,850
Stephen & Bridget Hillerud	2024	Unit 2 2305 Pointe Loop Condos, W 128' of Lot 1, Block 7, the Pointe	Error in property description	\$329,700	\$299,200
Curtis & Beverly Goehring	2024	Lot 31, Block 1, Apple Valley	100% Homestead Credit	\$175,200	\$0
Milton & Shirley Wagner	2023	Unit 4 Bldg 3313 3313/3327 Arrow Head Ranch Condos, Lots 7-8, Block 1, Pebble Creek 10th	100% Homestead Credit	\$319,400	\$119,400
Milton & Shirley Wagner	2024	Unit 4 Bldg 3313 3313/3327 Arrow Head Ranch Condos, Lots 7-8, Block 1, Pebble Creek 10th	100% Homestead Credit	\$333,600	\$113,600
Monte & Linda Tausend	2024	Lot 6, Block 3, Fort Lincoln Est #1	50% Homestead Credit	\$222,800	\$122,800
Paul & Julie Fornshell	2024	S240' of the E363' of Lot 1, Block 1, Steer	Farm residence exemption	\$340,400	\$40,000
Ramona Hendricks	2024	Lot 2, Block 5, Meadow Valley 2nd	100% Homestead Credit	\$235,300	\$35,300

Cheri Schulz	2023	Lot 28, Block 4, Wachter's 7th	50% Homestead Credit	\$261,700	\$161,700
Cheri Schulz	2024	Lot 28, Block 4, Wachter's 7th	50% Homestead Credit	\$261,200	\$227,867
Elizabeth Lynnell Strothman	2023	Lot 13, Block 3, Country West II	100% Homestead Credit	\$365,400	\$165,400
Elizabeth Lynnell Strothman	2024	Lot 13, Block 3, Country West II	100% Homestead Credit	\$375,200	\$175,200
Anthony & Diane Rothacker	2024	Lot 2, Block 1, Ridgefield	100% Disabled Veteran	\$310,700	\$130,700
Rita Schmidt	2024	Lot 1, Block 2, Parkview	100% Homestead Credit	\$125,300	\$0
Thomas & Agnes Salwei	2024	Lot 31, Block 2, Copper Ridge	50% Homestead Credit	\$385,100	\$285,100
Patricia Stoxen	2024	Lots 10-11, Block 76, McKenzie & Coffin's	50% Homestead Credit	\$265,300	\$165,300
Larry & Adela Roller	2023	Lot 8 & 10' vacated alley adj, Block 8, Replat of Calkins	50% Homestead Credit	\$207,300	\$107,300
Larry & Adela Roller	2024	Lot 8 & 10' vacated alley adj, Block 8, Replat of Calkins	50% Homestead Credit	\$213,300	\$113,300
Dennis & Kay Berg	2024	Lot 22, Block 5, Cottonwood Parkview Addn	50% Homestead Credit	\$308,600	\$208,600
Alan & Kathy Chmielewski	2023	Lot 5, pt of Lot 6 beg SW cor of Lot 6 E 11', Nly 120.81' to NW cor Swly along W line 122.58', Block 5, Stein's 1st	50% Homestead Credit	\$270,700	\$170,700
Alan & Kathy Chmielewski	2024	Lot 5, pt of Lot 6 beg SW cor of Lot 6 E 11', Nly 120.81' to NW cor Swly along W line 122.58', Block 5, Stein's 1st	50% Homestead Credit	\$288,900	\$188,900
Sherwin & Cathy Nelson	2024	Lot 11, Block 25, Wachter's 9th	50% Homestead Credit	\$351,900	\$251,900
Vicki Schmidt	2024	2008 Four Seasons 28 x 68, ser#F5218498	50% Homestead Credit	\$110,146	\$55,073
Vicki Schmidt	2025	2008 Four Seasons 28 x 68, ser#F5218498	50% Homestead Credit	\$105,196	\$52,598
Linda Houston	2023	Unit 7 & garage unit G-7 Fox Hill Condos, Lot 1, Block 1, Replat L10 B1 North Hills 1st	100% Homestead Credit	\$82,700	\$0

Linda Houston	2024	Unit 7 & garage unit G-7 Fox Hill Condos, Lot 1, Block 1, Replat L10 B1 North Hills 1st	100% Homestead Credit	\$82,800	\$0
William Miller	2023	Lot 6, Block 1, Prom Point IV 2nd Replat	50% Homestead Credit	\$557,700	\$507,700
William Miller	2024	Lot 6, Block 1, Prom Point IV 2nd Replat	50% Homestead Credit	\$559,100	\$509,100
Patricia Stoxen	2023	Lots 10-11, Block 76, McKenzie & Coffin's	50% Homestead Credit	\$254,800	\$154,800
Sheila Steckler	2024	Lot 10 less S WLY 20', Block 1, Rolling Hills 2nd	50% Homestead Credit	\$243,100	\$143,100
Dianne Moch	2024	Lot 7, Block 2, North Lincoln 2nd	50% Homestead Credit	\$277,200	\$177,200
Tony & Julie Gratz	2025	1972 Detroit 64 x 14	Mobile home removed 10/17/2024	\$6,881	\$0
Bernice Fuchs	2024	Lots 9-10, Block 26, Sturgis	100% Homestead Credit	\$209,600	\$9,600
Gary Hayes	2023	Lot 8, Block 5, Prairie Hills	50% Homestead Credit	\$236,000	\$136,000
Dennis Boknecht	2024	W 100' Lots 31-32, Block 68, McKenzie & Coffin's	50% Homestead Credit	\$147,900	\$73,950
Celia Lindquist	2023	Unit 110 Pinecrest Condo, Lots 9-12 & W 10.2' of Lot 13, Block 14, Wachter's 2nd	100% Homestead Credit	\$105,800	\$0
Celia Lindquist	2024	Unit 110 Pinecrest Condo, Lots 9-12 & W 10.2' of Lot 13, Block 14, Wachter's 2nd	100% Homestead Credit	\$105,700	\$0

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Austin Vilardi & Aubrey Tocci, William Teply, Eugene & Carlotta Kostelecky, Troy & Kayla Skelton, Astrid Senger, Timothy & Angela Wicks, Lutene Roth, Ronald & Carol Bodine, Stephen & Bridget Hillerud, Curtis & Beverly Goehring, Milton & Shirley Wagner, Monte & Linda Tausend, Paul & Julie Fornshell, Ramona Hendricks, Cheri Schulz, Elizabeth Lynnell Strothman, Anthony & Diane Rothacker, Rita Schmidt, Thomas & Agnes Salwei, Patricia Stoxen, Larry & Adela Roller, Dennis & Kay Berg, Alan & Kathy Chmielewski, Sherwin & Cathy Nelson, Vicki Schmidt, Linda Houston, William Miller, Patricia Stoxen, Sheila Steckler, Dianne Moch, Tony & Julie Gratz, Bernice Fuchs, Gary Hayes, Dennis Boknecht, Celia Lindquist abatements and the consent agenda in its entirety. All members present voted 'AYE'. Motion carried.

Chair Bitner opened a public hearing for Special Assessment District 76 for Falconer Estates project. No members of the public presented any comments. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Special Assessment District 76. All members present voted 'AYE'. Motion carried.

Chair Bitner opened a discussion on future public hearing dates, times, and locations for comments on the preliminary resolution and plan on redesignating the elective office of Burleigh County Auditor/Treasurer to an appointive office. The Commission discussed the online feedback form that will be located on the Burleigh County website. Emergency Management Director Mary Senger stated that the preliminary resolution and plan that was approved would be viewable on the site. She said to submit a comment, the user would have to enter their name, address, city, and optional email address and telephone number. After setting the start and end date, the data will be collected on the website and a report would be generated after that end date. It was the consensus of the Commission to start the period for feedback on the website after the first public hearing. Discussion was had by the Commission on the dates, times, length of the hearings, and talking time limits as well as expressing the need to make sure everyone has a change to be heard. Comments from former County Commissioner Doug Schonert were heard requesting one of the public hearings be held in rural Burleigh County such as Wing, Wilton, or Sterling. Motion by Comm. Munson, 2nd by Comm. Bakken to hold the public hearings during the regularly scheduled meetings of March 3rd, 2025, March 17th, 2025, April 7th, 2025, and public hearings in Wilton and Sterling on the same Saturday with the date, time, and locations to be determined at the March 3rd, 2025 meeting. All members present voted 'AYE'. Motion carried.

Bismarck Parks and Recreation Operations Director Dave Mayer presented information regarding the South Washington Trail Project. He stated that this project will extend from Meridian Drive to General Sibley Park. This would be a project between Bismarck Parks & Recreation and Burleigh County and that the County would only be a pass-through to receive the grant money for the project. Bismarck Parks and Recreation will be paying all the local funds for the project. Mayer said that the County has to award the bid before the project can move forward. Motion by Comm. Bakken, 2nd by Comm. Munson to approve contingent upon the companion agreement and Bismarck Parks & Recreation approval. All members present voted 'AYE'. Motion carried.

County Engineer Marcus Hall presented a resolution to enter into a contract with the low bidder for Hay Creek Township, Burnt Creek Township, Lincoln Township and County roadway chip seal projects. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bid with Asphalt Preservation Company. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for township gravel hauling. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bid with WM. D. Scepaniak Inc. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for the Highway 10 and 80th Street Intersection project. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the bid with Knife River. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for

painted pavement markings. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the bid with Traffic Safety Services, Inc. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for dust control. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bid with Envirotech Services. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for crushing of gravel. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the bid with Central Specialties Inc. All members present voted 'AYE'. Motion carried.

Engineer Hall presented a resolution to enter into a contract with the low bidder for the Bryan Slough project. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the bid with Markwed Excavation. All members present voted 'AYE'. Motion carried.

Engineer Hall requested approval of the selection of Bartlett & West to perform construction engineering services for 4" Mill and 4" Hot Mix Asphalt Overlay of County Highway 10 from 236th Street NE to ND Highway 14 and the Seal Coat of County Highway 10 from 800' East of 66th Street NE to ND Highway 14. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the selection of Bartlett & West. Comm. Bakken and Comm. Munson voted 'AYE'. Comm. Schwab voted 'NAY' and stated that he was voting no because of \$16,000 that was paid to Bartlett & West for a feasibility study that was never received. Chair Bitner voted 'NAY'. Motion failed due to a tie vote. Chair Bitner noted for this to be added to the next meeting's agenda.

Engineer Hall presented a resolution to enter into a contract with the low bidder for Micro-Surfacing project. Hall mention that the project would be over budget and that they would only do half of the project; 66th Street from Highway 10 down to Lincoln. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the bid with Astech on 66th Street from Highway 10 to Lincoln. All members present voted 'AYE'. Motion carried.

Sheriff Kelly Leban made a request to the Commission to retire a Law Enforcement K-9 and release it to its handler. He said the K-9 has some medical issues that the Sheriff's Department has been trying to remedy, but also due to the K-9's age, the Sheriff's Department has decided to part ways. Leban said that unnamed donors who have come forward to fully fund the purchase of a new K-9. Motion by Comm. Schwab, 2nd by Comm. Bakken to release the K-9. All members present voted 'AYE'. Motion carried.

Comm. Munson presented a reminder about the Primary Residence Property Tax Credit which can be applied for up until March 31st, 2025. Munson also stated that he had received comments from residents of Burleigh County regarding the Auditor's situation and that he wanted the people to know that its not a Chair versus Auditor situation, but a Commission concern. He then mentioned that the Provident Building remodel is out for bids and there will be some walkthroughs happening soon. Munson stated that he wished the Commission had had a chance to review the plans more prior to them going out for bids.

Meeting Adjourned

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
FEBRUARY 3RD, 2025**

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

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

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

Comm. Schwab requested to remove item 5B from the agenda. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the meeting agenda with the removal of item 5B. All members present voted, 'AYE'. Motion carried.

Chair Bitner requested a motion to approve the bills with one bill going to the States Attorney's Office for an opinion. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the bills. All members present voted, 'AYE'. Motion carried.

Chair Bitner listed the following meeting minutes which still needed approval; December 2nd, 2024, December 16th, 2024, January 6th, 2025, and January 21st, 2025 meeting minutes as well as December 4th, 2024, December 23rd, 2024, and January 15th, 2025 special meeting minutes. Discussion of each set of minutes was had.

- Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the minutes from the December 2nd meeting with the removal of the word 'fully' from page two. All members present voted 'AYE'. Motion Carried.
- Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the minutes from the December 4th, 2024 special meeting. All members present voted 'AYE'. Motion carried.
- The consensus amongst the Commissioners was to make the following changes on the December 16th, 2024 meeting minutes. Remove the word 'only' from two locations, the word 'seemingly', and on bullet point three, remove the phrase 'on more than' and change it to 'one or two' all on page two. Remove the word 'only' from two locations on page three. Motion by Comm. Woodcox, 2nd by Comm. Bakken to table the minutes from December 16th, 2024 to review with the changes made. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Bakken, 2nd by Comm. Munson to table the minutes from the December 23rd, 2024 special meeting. All members present voted 'AYE'. Motion carried.
- The consensus amongst the Commissioners was to make the following changes on the January 6th, 2025 meeting minutes. The details of the vote for Chairman and Vice Chairman needed to be listed. On the last page of the minutes, clarify the verbiage of Chair Bitner's comment on the availability of tax proceeds. Motion by Comm. Munson, 2nd by Comm. Bakken to table the minutes from January 6th, 2025 to review with changes made. All members present voted 'AYE'. Motion carried.
- Motion by Comm. Bakken, 2nd by Comm. Munson to approve the minutes from the January 15th, 2025 special meeting. All members present voted 'AYE'. Motion carried.

- Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the minutes from the January 21st, 2025 meeting with the following corrections. Change the date for the tabled December 23rd, 2024 special meeting minutes to February 3rd, 2025 instead of March 3rd, 2025. Change the word 'another' to 'a' from two locations in County Engineer Hall's presentation. Remove the word 'lastly' from Sheriff Leben's presentation. Remove the word 'then' from States Attorney Lawyer's presentation. All members present voted 'AYE'. Motion carried.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
James & Pamela Vukelic	2024	Lots 11-16, Block 7, McKenzie's	Error in property description	\$751,900	\$633,700
Daniel Adolf Privratsky & Melodee Grenz	2024	Tract 1400 of Lot 7, Block 1, Southport Phase II	50% Disabled Veteran	\$558,100	\$468,100
Missouri Slope North Campus - SNF LLC	2024	Lot 1A of Lot 1, Block 1, Good Shepard North Addition	Property exempt from taxation	\$1,851,100	\$74,900
Aircraft Management Services Inc	2024	Block 1, City Leases, Possessory interest in parcel land located in S 1/2 ssection 10 A38-80 at municipal airport des in lease date 5/22/08 (bldgs 5 &22)	Lease for hangar expired & hanger was removed for 9 months of year	\$590,000	\$379,400
Lila Teunissen	2024	Lot 16, Block 5, Peet's 4th	100% Disabled Veteran	\$401,300	\$296,300
Roberta Spitzer (Beadell)	2024	Block 1, Replat Aud Lot 28 & W 1/2 Aud Lot 27, Lot 2 Park Place Condo Unit IV	70% Disabled Veteran	\$142,800	\$42,840
Daniel James Geiger	2024	Lot 4, Block 17, Meadow Valley 4th	80% Disabled Veteran	\$352,300	\$256,300
James & Dixie Lang	2024	Lot 5, Block 1, Clear Sky Addition	80% Disabled Veteran	\$484,000	\$340,000
Kimberly Graner	2024	Block 7, Northern Pacific, Pt Lots 8-9; beg 80.24' S NW cor Lot 9, E50' S69.05' WLY9.04' S26.57' SWLY15.79' W30.91' to W line Lot 8 N along said line 105.73' to pt beg	100% Disabled Veteran	\$257,500	\$77,500
Thomas & June Marshall	2024	Lot 10, Block 4, Heritage Park 2nd Addition	100% Disabled Veteran	\$320,500	\$230,500

Anthony & Rebecca Saxton	2023	Block 2, Park Hill (Aud Lots), beg 920.8' E & 248.9' N of SW cor of NE1/4 sec 5; th W 71.7' N 150' E 71.7' S 150' to beg	70% Disabled Veteran	\$230,100	\$104,100
Anthony & Rebecca Saxton	2024	Block 2, Park Hill (Aud Lots), beg 920.8' E & 248.9' N of SW cor of NE1/4 sec 5; th W 71.7' N 150' E 71.7' S 150' to beg	70% Disabled Veteran	\$248,900	\$122,900
Shirley Buchholz	2024	Block 3, Shannon Valley 4th, Lots 1-2 East Ridge Condo Unit 9	100% Disabled Veteran	\$44,500	\$0
Robert Scott & Carrie Newell	2024	Lot 5, Block 2, Wachter's 9th	100% Disabled Veteran	\$437,500	\$257,500
Gilbert Nelson	2023	Lot 1 & N10' of Lot 2, Block 1, Rue's Subdivision	Change mill rate from regular property tax to fire club, fully exempt for assessment year	\$466,600	\$466,600
Gilbert Nelson	2024	Lot 1 & N10' of Lot 2, Block 1, Rue's Subdivision	Change mill rate from regular property tax to fire club, fully exempt for assessment year	\$478,600	\$478,600
Fourth Street LLC	2024	Lot 12, Block 17, Homan Acres 2nd	Property improvement was destroyed or damaged	\$399,000	\$374,000
Gunda Busch	2023	Lot 13, Block 10, Replat Homan Acres	100% Homestead Credit	\$250,800	\$50,800
Gunda Busch	2024	Lot 13, Block 10, Replat Homan Acres	50% Homestead Credit	\$262,700	\$162,700
Reede & Mary Benning	2024	Lot 6, Block 4, Stein's 2nd	50% Homestead Credit	\$286,200	\$186,200
James & Nancy Skaret	2024	Star Condos Unit 3403 Bldg 1, Lot 1A of Lot 1, Block 5, Edgewood Village 2nd Add	50% Homestead Credit	\$367,000	\$267,000
Jesse Jordan	2024	Lot 4, Block 1, Prairie Pines 3rd	Equalization with surrounding properties	\$718,100	\$665,200

Bismarck State College	2024	Lot 1 less Lot 1A, Block 2, Schafer Heights	Portion of property was only taxable for part of the year	\$3,045,900	\$1,015,300
Anders Bleth	2024	Lot 10, Block 8, High Meadows 5th	Error in property description	\$418,200	\$380,400
James & Betty Mitzel	2024	Tract 1332 of tract B1 & tract D of part of Lot 1, Block 1, Southport Phase II	80% Disabled Veteran	\$362,200	\$218,200
Larry & Cheryl Tessmer	2024	Unit 104 Rolling Hills Condo II, Lot 2, Block 1, East Hills Addn Replat	50% Disabled Veteran	\$325,400	\$287,900
Faye Schiefelbein	2023	Lot 5, Block 8, Meadow Valley 2nd	50% Homestead Credit	\$240,600	\$140,600
Faye Schiefelbein	2024	Lot 5, Block 8, Meadow Valley 2nd	100% Homestead Credit	\$254,100	\$54,100
Brandi Schmidt	2023	Lot 2, Block 1, Haycreek Meadows 1st Replat	80% Disabled Veteran	\$280,700	\$136,700
Brandi Schmidt	2024	Lot 2, Block 1, Haycreek Meadows 1st Replat	80% Disabled Veteran	\$260,100	\$116,100
Nicole Neibauer	2024	E 50' of Lots 4-6, Block 51, Northern Pacific 2nd	Property value decrease due to renovation/repair	\$258,700	\$225,900
The Salvation Army	2024	Lots 6-7, Block 1, Airway Ave Addn	Property exempt from taxation	\$169,500	\$155,400
Clifford Romoser Jr	2025	1975 Detroit 66 x 14, VIN #SGD040980	Mobile home was demolished	\$7,096	\$0
Chase Beard	2024	2005 Adrian 14 x 60, ser #GAHAG1756	Moved mobile home 4/26/2023	\$25,361	\$0
Chase Beard	2025	2005 Adrian 14 x 60, ser #GAHAG1756	Moved mobile home 4/26/2023	\$32,760	\$0
Jennie Masseth	2024	Lot 11, Block 11, Meadow Valley 3rd	100% Homestead Credit	\$297,800	\$97,800
John & Yvonne Doone	2023	W 75' of Lots 17-20, Block 18, Fisher	100% Homestead Credit	\$304,800	\$104,800
John & Yvonne Doone	2024	W 75' of Lots 17-20, Block 18, Fisher	100% Homestead Credit	\$302,800	\$102,800
James Frey	2024	Lot 34, Block 22, Homan Acres	50% Homestead Credit	\$281,700	\$181,700
Gary Hayes	2024	Lot 8, Block 5, Prairie Hills	50% Homestead Credit	\$261,400	\$161,400
Pam Christianson	2024	Lot 5, Block 6, North Hills 1st	100% Homestead Credit	\$236,400	\$36,400

Brian & Geraldine Mehlhoff	2024	Lot 10, Block 3, Sattler's Sunrise 2nd	100% Homestead Credit	\$282,300	\$82,300
Delbert Unruh	2025	1972 Champion 14 x 56, ser #0329958038	100% Homestead Credit	\$6,309	\$0
Judy Bradley	2025	2012 Redman 32 x 68, ser #A000579AB	50% Homestead Credit	\$131,539	\$65,770
Earl & Irene Wentz	2024	Lots 29-30, Block 23, Fisher	50% Homestead Credit	\$184,200	\$92,100
Larry & Neva Lang	2024	Lot 15, Block 27, Stein's 4th	50% Homestead Credit	\$320,200	\$220,200
Henry & Doretta Rasmusson	2023	Unit 102 Brandon Heights Condos, Aud Lot C of part of Lot 3, Block 1, Brandon Heights	100% Homestead Credit	\$185,900	\$0
Lillian Seifert	2024	Lot 17, Block 5, French's 1st	100% Homestead Credit	\$273,500	\$73,500
Rose Hindricksen	2023	Lot 8, Block 19, Wachter's 3rd	100% Homestead Credit	\$52,300	\$0
Rose Hindricksen	2024	Lot 8, Block 19, Wachter's 3rd	100% Homestead Credit	\$58,300	\$0
Kelvin & Carla Usselman	2024	Lot 3, Block 2, Prairiewood Estates	50% Homestead Credit	\$333,800	\$233,800
Kathleen Nelson	2024	2003 Friendship 80 x 16	100% Homestead Credit	\$49,920	\$0

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the James & Pamela Vukelic, Daniel Adolf Privratsky & Melodee Grenz, Missouri Slope North Campus - SNF LLC, Aircraft Management Services Inc, Lila Teunissen, Roberta Spitzer (Beadell), Daniel James Geiger, James & Dixie Lang, Kimberly Graner, Thomas & June Marshall, Anthony & Rebecca Saxton (2), Shirley Buchholz, Robert Scott & Carrie Newell, Gilbert Nelson (2), Fourth Street LLC, Gunda Busch (2), Reede & Mary Benning, James & Nancy Skaret, Jesse Jordan, Bismarck State College, Anders Bleth, James & Betty Mitzel, Larry & Cheryl Tessmer, Faye Schiefelbein (2), Brandi Schmidt (2), Nicole Neibauer, the Salvation Army, Clifford Romoser Jr, Chase Beard (2), Jennie Masseth, John & Yvonne Doone (2), James Frey, Gary Hayes, Pam Christianson, Brian & Geraldine Mehlhoff, Delbert Unruh, Judy Bradley, Earl & Irene Wentz, Larry & Neva Lang, Henry & Doretta Rasmusson, Lillian Seifert, Rose Hindricksen (2), Kelvin & Carla Usselman, and Kathleen Nelson abatements plus the remainder of the consent agenda in its entirety minus item 5B. All members present voted "AYE". Motion carried.

Central District Director for NDSU Extension Dena Kemmet and 4-H Youth Development Agent Annette Broyles spoke on Broyles' upcoming retirement and achievements accomplished in her three years of service. She requested a motion from the Commission to hire a new 4-H Youth Development Agent. Motion by Comm. Schwab, 2nd by Comm. Bakken to allow for the hiring of a new 4-H Youth Development Agent. All members present voted 'AYE'. Motion carried.

County Planner Mitch Flanagan presented an update on the RRH Subdivision. He stated that the gas station was not required to follow the MS4 stormwater guidelines, but the designers still utilized them. He said the manhole covers that are next to the pumps collect the runoff and hold all the contaminants in conjunction with sump pumps contained within. Flanagan stated the DEQ does not take vehicle and pedestrian safety into account directly but is still requiring a fence to be built around the lagoon. He requested a motion to approve the plat subject to the DEQ permit. Motion by Comm. Bakken, 2nd by Comm. Munson to approve subject to the DEQ permit. All members present voted 'AYE'. Motion carried.

County Engineer Marcus Hall presented a resolution to authorize the proper County officials to advertise for bids to construct the replacement Bridge #08-126-40.0. He stated that the plans are complete and permits for the project have been obtained. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the advertising for bids for the construction of Bridge #08-126-40.0. Comm. Woodcox asked if there was an 'Engineer's Estimate'; Hall responded that this estimate would be presented to the Commission once the bids are reviewed for approval. All members present voted 'AYE'. Motion carried.

County Engineer Marcus Hall presented a resolution to authorize the proper County officials to enter into a contract for the RCB culverts to replace Bridge #08-126-40.0 with Rinker Materials. Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the bids for the RCB culverts for Bridge #08-126-40.0. All members present voted 'AYE'. Motion carried.

States Attorney Julie Lawyer presented a preliminary resolution changing the County Auditor/Treasurer from an elected position to appointed which was tabled from the January 21st, 2025 Commission meeting. Lawyer stated that the process upon approval of the resolution would include posting the resolution in the paper for two weeks within a thirty-day period and then call for public hearings at which public input would be heard. She recommended having several public hearings and to schedule them at various times and days from the normal Commission meetings to encourage more people to come. Lawyer then explained the history of the Home Rule Charter. She stated that the Home Rule Charter laws require a Home Rule Charter to contain a provision listing the status of elected officials and whether they will stay elected or become appointed. The original Home Rule Charter listed that those positions would remain elected. In 2020 a discussion was had to amend the Home Rule Charter to change the County Recorder and Auditor/Treasurer to appointed positions, but it went to the voters and was defeated. Lawyer stated that in 2022 the Home Rule Charter was amended to allow the County Commission to create ordinances and in 2024, was amended to increase the sales tax to one percent. She stated that instead of changing those positions to elected or appointed and having to change the Home Rule Charter again, the provision was added that the statute would apply so that no statutory authority would be taken away from the Commission to modify it instead of having to modify the Home Rule Charter again, which took place in the 2022 Home Rule Charter. She then listed the steps of changing the elected position to an appointed one. A preliminary resolution is considered by the Commission, if passed it goes to a public hearing or townhall meeting to get information out and receive input, then discussion of adopting the final resolution is had. If a final resolution is adopted, the effective date would be April 1st, 2027. Lawyer commented that if a final resolution is reached, the public can still file a petition if its going against their wishes, and it would then go to the ballot for a vote. Chair Bitner recommended that the public hearing be in conjunction with a normal Commission meeting. Comm. Bakken stated that the public

hearings should be also held outside of the normal Commission meetings to allow more people to attend. Lawyer stated that there should be a way for people to submit written comments as part of the public hearing. Chair Bitner added that he would get ahold of County Emergency Management Director Mary Senger regarding setting up the ability to take written comments. Comm. Schwab expressed the need to make sure that the people emailing be required to verify they are Burleigh County residents and Chair Bitner added this to his list to discuss with Senger. Motion by Comm. Bakken, 2nd by Comm. Schwab, to approve the preliminary resolution to gain input from the people and to add it to the website as well as communicate with Dakota Media Access to help get the word out. All members present voted 'AYE'. Motion carried.

County Finance Director Leigh Jacobs presented a suggested update to county policies and procedures regarding vendor onboarding. He stated that the County does have some policies and procedure that would be put together in a more comprehensive way. This would aid in the execution of 1099s at the end of the year. He asked if the Commission would be willing to review the current vendor lists to come up with an approved vendor list. Comm. Woodcox asked what the process would be to get a new vendor on the approved vendor list and Jacobs responded that it would be part of the development of the onboarding process. The consensus amongst the Commission was to assist Jacobs in reviewing the current vendor list.

States Attorney Julie Lawyer presented an update on the Victim Witness Program grant funds. She mentioned that on Monday, January 27th, 2025, the White House announced the freezing of all federal funding which included federal grants. On the 29th, the States Attorney's Office received a letter from the DOCR stating that all federal money would not be paid out until everything was settled. She received a notification an hour after requesting this item to be added to tonight's meeting agenda that the White House had issued another order rescinding the original order withhold funding. She said that there was a hearing today that extended the stay on that order. The County gets VOCA funding for the Victim/Witness program which was approximately \$101,000 from the Federal government and the State provided approximately \$59,000. She said the freeze does not effect the state funding and when the DOCR receives the funding they will distribute it to the County. Comm. Bakken inquired if this would change the operations of the States Attorney's Office and Lawyer responded that it would not because the County pays the bills and then is reimbursed from the State.

County Auditor/Treasurer Mark Splonskowski presented a request for a public hearing regarding Special Assessment District #76 Falconer Estates. He stated that all the work has been completed on the project and the Special Assessments Committee held a meeting and public hearing in which nobody presented any concerns or comments. Splonskowski requested that the Commission approve a public hearing. Comm. Bakken enquired if the County sent out letters regarding the special assessments and Splonskowski responded that it is required to be posted in the Bismarck Tribune once a week for two weeks. Comm. Bakken asked what the scope of the special assessment district was and Splonskowski responded that it is one street, Sully Drive, in Falconer Estates which encompasses about 12 properties. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the request for a public hearing. All members votes 'AYE'. Motion carried.

Chair Bitner stated that he had been contacted by a contractor interested in putting together a bid for a project on 80th and Highway 10 and mentioned that the gravel suppliers have been notifying the contactors that the weight limit on Highway 10 is 80,000 pounds. County Engineer Marcus Hall was brought forward for

discussion on this item. Chair Bitner and Hall stated that this could cost the County an additional \$20,000 to \$30,000 due to the lighter loads. Hall asked if the Commission would be willing to allow a 105,500 pound weight limit on that road for this project and requested an addendum for this project only, noting that he had gotten inquiries from other contractors on other projects. Comm. Schwab mentioned that Highway 10 was just repaired for approximately \$180,000 and if the County changed the load limit, they would have to repair it again. Comm. Bakken stated that he didn't agree with benefiting the County and not the other contractors and projects even though it would benefit the County taxpayers. Comm. Munson commented that he was concerned that the \$20,000 or \$30,000 that would be spent now could keep the County from spending more to repair the road later and that he agreed with Comm. Bakken's statement. Motion by Comm. Schwab, 2nd by Comm. Munson to leave the load limit at 80,000 pounds. All members present voted 'AYE'. Motion carried.

Commissioner Bakken asked for more information from County Sheriff Kelly Leben regarding the illegal immigrants detained by the Burleigh County Sheriff's Department and how that affects the County. Leben stated that he addressed this same topic with an Associated Press reporter recently. Leben responded that we have been here before and it just looks different depending on the administration that is in the White House. Leben stated that Sheriff Deputies performed a routine traffic stop last Wednesday for a registration violation. The Deputies identified the occupants of the vehicle and that they were here illegally and a call to Border Patrol was made. Border Patrol then interviewed the subjects in the vehicle and advised the Deputies to take them into custody. The Sheriff's Department was not aware that one of the subjects was a Venezuelan gang member until it was brought up by Border Patrol last Friday. Leben stated he does not anticipate any raids in North Dakota, but the State will see similar situations that happened last week. He addressed Comm. Schwab's question regarding the cost of the detention of these subjects and he said once Border Patrol or Customs says to detain the subject, they are very quick in picking up the subject so the County incurs very little cost. Leben stated that he had been asked the question of would the Sheriff's Department be willing to go into contract with Immigration, Customs, and Enforcement and he said they would entertain that idea. He mentioned that he has been in contact with them and that it would be another entity looking for bed space. Comm. Bakken asked if there were any concerns of Deputies needing backup due to increased activity and Leben responded that there is always a concern, but that the Deputies and Detention Center Officers performed very well. Leben mentioned he recently had a meeting with Congresswoman Julie Fedorchak regarding this topic. He stated that there will be voluntary deportation when they see the pressure that is being put on them and some will leave. Leben said that he had heard of people confronting others about this and he hoped that people maintain respect and dignity. He said that we have an illegal immigrant problem but we need to remain respectful and dignified. Comm. Bakken asked how the interagency cooperation was with Border Patrol and Leben responded that the Sheriff's Department has always had a good relationship with the Federal Government.

Meeting Adjourned

**BURLEIGH COUNTY COMMISSION
MEETING
JANUARY 21ST, 2025**

5:12 PM

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

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

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the meeting agenda. All members present voted "AYE". Motion carried.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to table the December 23rd, 2024 meeting minutes until the next commission meeting on February 3rd, 2025. All members present voted, "AYE". Motion carried.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to table all the minutes of the meetings held on December 2nd, 4th, 16th, and 23rd, 2024 and January 6th, 2025, until the next commission meeting on February 3rd, 2025. All members present voted, "AYE". Motion carried.

Motion by Comm. Woodcox, 2nd by Comm. Munson to approve all the bills of the meetings held on December 2nd, 4th, 16th, and 23rd, 2024 and January 6th, 2025. All members present voted, "AYE". Motion carried.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Wesley & Ruth Wessner	2024	Lot 22, Block 5, Eastside Heights	50% Homestead Credit	\$276,100	\$176,100
Marcella Haman	2024	3801 Koch Dr Condo Assoc Unit 2 & Garage Unit 2, Lot 4, Block 2, Koch Addition	100% Homestead Credit	\$246,700	\$46,700
Linnae Brew	2023	Normandy Cottages Condo Assoc Unit 1, Lots 1-13, Block 1, Sonnet Heights Subdivision 8th Replat	50% Homestead Credit	\$328,200	\$228,200
Linnae Brew	2024	Normandy Cottages Condo Assoc Unit 1, Lots 1-13, Block 1, Sonnet Heights Subdivision 8th Replat	50% Homestead Credit	\$334,500	\$234,500
Anthony & Alvina Splonskowski	2024	Lot 17, Block 10, Washington Heights 3rd	50% Homestead Credit	\$283,300	\$183,300
Monte & Gayle Schneibel	2024	Lot C of Lot 4, Block 1, Missouri River Estates	50% Homestead Credit	\$291,100	\$191,100
Monty Snyder	2024	S1/2SE1/4	100% Homestead Credit	\$163,400	\$0
Roberta Froehlich	2024	Unit 6G of Lot 2, Block 1, Plaza Tower	50% Homestead Credit	\$97,100	\$48,550
Kim & Patricia Wiest	2024	Lot 10, Block 1, Haycreek Meadows	50% Homestead Credit	\$293,100	\$193,100
Fred & Mitzl Johnson	2023	Lot 6, Block 1, Watsons	50% Homestead Credit	\$102,700	\$51,350

Fred & Mitzl Johnson	2024	Lot 6, Block 1, Watsons	50% Homestead Credit	\$92,900	\$46,450
Rick & Jacqueline Bischof	2023	Lot 9, Block 1, Fox Island	Error in property description	\$908,300	\$883,800
Rick & Jacqueline Bischof	2024	Lot 9, Block 1, Fox Island	Error in property description	\$984,000	\$956,600
Norman & Cynthia Gabel	2023	Baltus Dr Condo Phase II Unit 3321, Aud Lot 1A of Lot 1, Block 2, East Hills Addn Replat	50% Homestead Credit	\$329,700	\$229,700
Norman & Cynthia Gabel	2024	Baltus Dr Condo Phase II Unit 3321, Aud Lot 1A of Lot 1, Block 2, East Hills Addn Replat	50% Homestead Credit	\$348,800	\$248,800
Edna Gartner	2024	Lot 13, Block 11, Register's 2nd	100% Homestead Credit	\$210,500	\$10,500
Delores Jahner	2024	2017 Oregon Dr Condo Assoc Unit 1, Aud Lot E being pt of Lot 5 & Aud Lot B of Lot 1, Block 1, Pebble Creek 5th	100% Homestead Credit	\$202,600	\$2,600
David Breeding	2024	Lots 1-3, Block 8, Wilton - Macomber's 1st	100% Homestead Credit	\$43,100	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt NW1/4	Exempt property	\$1,900	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt W1/2 less tr for hosp add, Tylers 1sr, Tylers West Vlg less 9.82A-412 & 11.74A-414 & & 13.10A to cty W XVI	Exempt property	\$5,500	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$4,900	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$5,900	\$0
Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$500	\$0
Park District of the City of Bismarck	2024	Section 19, Hay Creek Township, Lot 10A in SW1/4SE1/4 (irr plt #291979)	Exempt property	\$13,700	\$0
Park District of the City of Bismarck	2024	Section 19, Hay Creek Township, 26.42A of SE1/4SW1/4 & .90A of SW1/4SE1/4	Exempt property	\$7,200	\$0
Duane Wald	2024	Legacy Condos II Unit 5, Lot 1B & Lot 1C of Lot 1, Block 1, Hamilton's 1st Addn	100% Homestead Credit	\$203,100	\$3,100
Venture Holdings LLC	2024	Lot 3, Block 1, Northstar Comm Park 3rd, beg at NW cor of L3 th S 89°35'52"E al N line of L3 231.84' to E line of L3; th S 00°26'03"W al E line 217.31'; th N89°37'11"W 243.15' to W line of L3; th N03°24'48"E al W line 217.71' to POB	Duplicate assessment	\$622,000	\$0

Jon Martinson	2023	Normandy Cottages Condo Assoc Unit 2, Lots 1-13, Block 1, Sonnet Heights Subdivision 8th Replat	50% Homestead Credit	\$353,000	\$253,000
Jon Martinson	2024	Normandy Cottages Condo Assoc Unit 2, Lots 1-13, Block 1, Sonnet Heights Subdivision 8th Replat	50% Homestead Credit	\$359,500	\$259,500
Duane Zimmerman	2024	Lot 2, Block 12, Perry Pines	50% Homestead Credit	\$177,500	\$88,750
Brock & Ashley Johlfs	2024	Lot 4, Block 6, Spiritwood Estates	60% Disabled Veteran	\$552,000	\$444,000

Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Wesley & Ruth Wessner, Marcella Haman, Linnae Brew (2), Anthony & Alvina Splonskowski, Monte & Gayle Schneibel, Monty Snyder, Roberta Froehlich, Kim & Patricia Wiest, Fred & Mitzl Johnson (2), Rick & Jacqueline Bischof (2), Norman & Cynthia Gabel (2), Edna Gartner, Delores Jahner, David Breeding, Park District of the City of Bismarck (7), Duane Wald, Venture Holdings LLC, Jon Martinson (2), Duane Zimmerman, and Brock & Ashley Johlfs abatements plus the remainder of the consent agenda in its entirety. All members present voted "AYE". Motion carried.

County Engineer Hall presented some 2nd approach permits on Shoal Dr for the Commission to deliberate on whether to approve or deny. Motion by Comm. Woodcox, 2nd by Comm. Munson to approve the 2nd approach permits. Comm. Schwab, Bakken, Woodcox, and Munson voted "AYE"; Comm. Bitner voted "NAY". Motion carried.

County Engineer Hall presented a resolution to authorize the advertising of bids for a project at Bryan Slough. Motion by Comm. Bakken, 2nd by Comm. Munson to approve the resolution. All members present voted "AYE". Motion carried.

County Engineer Hall presented a resolution to authorize the advertising of bids for a project at the intersection of HWY 10 and 80th Street. Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the resolution. All members present voted "AYE". Motion carried.

County Engineer Hall presented a resolution to authorize the advertising of bids for some micro surfacing projects. Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the resolution. All members present voted "AYE". Motion carried.

County Planner Flanagan presented a RRH Subdivision plat and zone change to the Commission and requested approval per recommendation of the Planning Commission. A discussion was had regarding a proposed lagoon on the lot, which would cover almost half of said lot on the south side. Motion by Comm. Bakken, 2nd by Comm. Munson to table this item until the next commission meeting to collect additional information on this subject. All members present voted "AYE". Motion carried.

Sheriff Leben presented the quarterly jail report. The average daily population was 268, and that overall, booking numbers remain high. Leben pointed out that a noticeable reduction was seen in the income of individuals from the City of Bismarck due to a shift in city policy. The billing for 2024 ended at \$2,591,063. Three hundred and nine (309) people participated in the Alternatives to Jail Program, with those numbers continuing to rise. Leben also touched on the jail's Medication Assisted Treatment Program, explaining that the program helps administer medication like methadone to help inmates suffering from withdrawals. In 2023, 874 doses of methadone were administered; in 2024, that number increased to 2,432. In terms of staffing, Leben said that the while the Sheriff's Department is currently stable and fully staffed, the Detention Center lost five employees in a very short amount of time. Leben said that his department is in the middle of the hiring process for those five vacancies (plus four back-fill positions) and that 40 applicants had made it to interview phase; however, many ended up being no-shows. Leben informed the Commission that a Governance Board meeting is coming up on February 7th, 2025, and asked for guidance from the Commission regarding the idea of contract prisoners, which is to be a topic at the upcoming meeting. A consensus was reached amongst the Commissioners in favor of pursuing other contracts and investigating the idea. No further action was taken.

State's Attorney Lawyer presented to the Board that she had received a letter from the Office of Special Counsel stating that there were no Hatch Act violations regarding Auditor/Treasurer Splonskowski. Since the Office concerns itself only with partisan elections and that the election for county commissioner was non-partisan, they didn't look at it any further.

State's Attorney Lawyer presented a draft resolution and plan to the Commission for review regarding the conversion of the elected office of County Auditor/Treasurer into a Commission appointed position. Lawyer specified that should the resolution meet all the

necessary legal requirements and pass, it would become effective as of April 1st, 2027, as the conversion cannot take effect until the current term is done. Lawyer also gave some examples and insight into current appointed Auditor/Treasurer positions in other North Dakota counties. In response to a question from Comm. Munson, Lawyer suggested the Commission could hold public hearings to get the public's opinions on the topic as part of the commission meetings for a minimum of three months, similar to how Cass County had previously done. Lawyer also clarified to the Commission that any final resolution on this topic should be done prior to the year's end. Motion by Comm. Woodcox, 2nd by Comm. Bakken to table this item until the next commission meeting. Comm. Schwab, Bakken, and Woodcox voted "AYE"; Comm. Munson and Bitner voted "NAY". Motion carried.

Chairman Bitner mentioned to the Commission that he had contacted four firms – Eide Bailly, Brady Martz, Haga Kommer, and Widmer Roel – and asked them about their respective rates for a forensic audit. Haga Kommer and Widmer Roel both stated that they do not do forensic audits, while Eide Bailly and Brady Martz had provided Bitner proposals on moving forward. State's Attorney Lawyer returned to the podium and suggested that the Commission table any type of forensic evaluation of the county's books until the State Auditor has done its audit and found something that would warrant further investigation. At Comm. Woodcox's request, County Finance Director Jacobs came forward and assured the Commission that the county is properly investing its money right now. A consensus was reached amongst the Commissioners to table any type of forensic evaluation until the State Auditor has done its audit. No further action was taken.

With the upcoming retirement of the current Building & Grounds Director, Chairman Bitner stated that additional staff is needed at the maintenance level. Bitner recommended advertising for a Maintenance II position with underfill, as well as for a new Building & Grounds Director. Bitner also suggested that maintenance staff could be allocated under the closest director/supervisor in where they're working at until the county can get another Grounds Director hired. County HR Director Binder also gave her thoughts and insight on the issue. Motion by Comm. Bakken, 2nd by Comm. Schwab to move forward with hiring for and filling in all positions. All members present voted "AYE". Motion carried.

Meeting Adjourned.

Mark Splonskowski, County Auditor/Treasurer

Brian Bitner, Chairman

**BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
HR WORKSHOP
JANUARY 15TH, 2025**

10:00 AM

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

A roll call of members: Commissioners Munson, Bakken, Woodcox, and Chairman Bitner were present. Comm. Schwab was absent.

Human Resources Director Pam Binder gave a presentation regarding the job description for a Burleigh County Administrator position. Binder referenced other counties' job descriptions of their respective County Administrator positions in comparison to Burleigh County's job description drafts. Binder requested input and direction from the Commissioners regarding what they wanted to see contained within the final job description.

Human Resources Director Pam Binder gave a presentation on the current structure of the Burleigh County Building Maintenance Department. With the upcoming retirement of the current Building & Grounds Manager, possible structure changes were discussed. The Commissioners requested feedback from County Engineer Marcus Hall and Sheriff Kelly Leben on the need for Building & Grounds employees for their respective facilities.

Chairman Bitner requested that this topic be added to the next scheduled Commission meeting on January 21st, 2025, for further discussion.

Meeting adjourned.

Mark Splonskowski, Auditor/Treasurer

Brian Bitner, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING
JANUARY 6TH, 2024**

5:09 PM

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

Deputy Auditor Vietmeier asked if there were any nominations for Chairman. Comm. Bakken nominated Comm. Bitner as Chairman. Comm. Woodcox nominated Comm. Munson as Chairman. Commission discussion was held. Election for the chairman was held with Comm. Bakken, Schwab, and Chair Bitner voting for Comm. Bitner and Comm. Woodcox and Comm. Munson voting for Comm. Munson. Comm. Bitner prevailed as Chairman.

Chair Bitner called for nominations for Vice Chairman. Comm. Schwab nominated Comm. Bakken. Comm. Woodcox nominated Comm. Munson. Election for the Vice Chairman was held with Comm. Schwab, Comm. Bakken, and Chair Bitner voting for Bakken and Comm. Woodcox and Comm. Munson voting for Munson. Commissioner Bakken prevailed as vice chairman.

Motion by Comm. Munson, 2nd by Comm. Schwab to add Comm. Bakken to the Auditor/Treasurer portfolio. All members present voted "AYE". Motion carried.

All other portfolios stay the same.

Roll call of the members: Commissioners Woodcox, Munson, Schwab, Bakken (via phone), and Chairman Bitner were present.

Motion by Comm. Munson 2nd by Comm. Schwab to approve the meeting agenda with Item 8 being moved to the January 21st, 2025, meeting due to the absence of the Auditor/Treasurer. All members present voted "AYE". Motion carried.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to table the minutes of the meetings held on December 2nd, 4th, 16th, and 23rd until the January 21st, 2025 meeting. All members present voted "AYE". Motion carried.

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

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Vicki L Williams	2024	Lot 3A, Block 10, Sonnet Heights Subdivision	Error in property description	\$271,700	\$261,200
Sherri Woehl	2024	Block 30, Wachter's 3rd, Lots 17-20 Albert Square Condominiums Unit 1531	100% Disabled Veteran	\$216,900	\$36,900
Michaela Fuchs & Orlin Perdue III	2024	Lots 17-18, Block 2, McKenzie's	Significant water damage in basement	\$332,100	\$224,800
Century Baptist Church	2024	Lot 4, Block 2, Mayfair Managers	Property exempt from taxation - parcel fully exempt for 1 month of 2024	\$842,700	\$772,400
Jorge Santiago	2024	Lot 2, Block 2, Southbay 4th Addition	100% Disabled Veteran	\$255,100	\$210,100
Robert & Lorraine Faulhaber	2024	Lot 11, Block 1, Heritage Park Addition 1st Replat	100% Disabled Veteran	\$396,800	\$321,800

Ross Gerhardt	2023	Lot 13, Block 1, Promised Land	Error in property description	\$242,400	\$209,200
Ross Gerhardt	2024	Lot 13, Block 1, Promised Land	Error in property description	\$248,500	\$218,300
Kent Stroh & Trang Nguyen III	2023	Lot 1, Block 1, Elk Ridge Addition	Error in property description	\$376,900	\$346,600
Michael & Karen Lalonde	2024	Lot 13, Block 11, Meadow Valley 3rd	50% Homestead Credit	\$334,800	\$234,800
Porch & Fence Properties LLC	2024	Block 92, McKenzie & Coffin's, Lot 6 & 6A of Schultz's Subdivision in Lots 21-23 & S 20' of Lot 24	True and full value exceeds market value, error in property description	\$137,100	\$113,700
Curtis Smith & Marilyn Schroder	2024	Lot 11, Block 7, Imperial Valley	50% Homestead Credit	\$338,800	\$238,800
Douglas & Carol Alm	2024	Block 3, Cottonwood Lake 4th, Lot 8 & undivided interest in Lot 32 Block 1	50% Homestead Credit	\$417,700	\$317,700
Thomas & Cynthia Anderst	2024	Lot 9A being part of Lots 3-5, Block 4, Stein's 5th	50% Homestead Credit	\$234,000	\$134,000
Janet Frohlech	2024	Lot 6 Brandon Heights Condominiums Six Unit 205, Block 1, Brandon Heights	100% Homestead Credit	\$228,800	\$28,800
Keith Greig	2023	Lot 1, Block 2, Prairie Hills	50% Homestead Credit	\$287,200	\$187,200
Keith Greig	2024	Lot 1, Block 2, Prairie Hills	50% Homestead Credit	\$308,000	\$208,000
Charlette Middlestead	2024	N 152.11' of Aud Lot F of Lot 3, Block 1, Brandon Heights	100% Homestead Credit	\$308,000	\$108,000
Dean & Carolyn Miller	2024	Lots 17-20 Albert Square Condos Unit 1523, Block 30, Wachter's 3rd	50% Homestead Credit	\$219,100	\$119,100
Fred & Charlotte Miller	2024	Block 1, North Mills 6th, Lots 5-6 less W 3.48' of said lots Centennial Condo Unit 210 garage G-35 parking P-12	100% Homestead Credit	\$192,500	\$80,208
Caroline Monroe	2024	Block 4, East Hills Addn Replat, Lot 8 Baumgartner's Sharloh Loop Condo Unit 12 Garage unit A12 Building A	100% Homestead Credit	\$183,400	\$152,833
Debbie A Opp	2024	Lot 13, Block 7, Replat of Calkins	50% Homestead Credit	\$221,600	\$121,600
Leopold & Kathryn Richter	2024	Lots 1-2 less W10', Block 1, Sturgis	100% Homestead Credit	\$203,200	\$3,200
Richard & Barbara Scott	2024	Aud Lot 3B of Lot 3, Block 17, Sonnet Heights	50% Homestead Credit	\$264,100	\$164,100
Travis Pederson	2024	1996 Chief Bonnavilla 16 x 80, #NEB69A2490	Mobile home moved to Pierce County in 2023	\$58,100	\$0
Jaren Bender	2024	1973 Sharva-R 15 x 66, #3911	Mobile home moved to Emmons County in 2023	\$24,000	\$0

Dorothy Kastner	2024	Block 13, Replat Homan Acres, Lot H of Lot 1 Washington Court Condo Building 215 Unit 9 garage 9	100% Homestead Credit	\$26,000	\$0
Harley Wagner	2024	1971 Homecrest 67 x 14, #B080388	Mobile home damaged by fire	\$7,204	\$0
Paul & Shari Huettl	2024	Lot 2, Block 3, Country Creek 1st	Basement finish not completed gave 10% obs	\$477,800	\$436,500
Krystyna Gorzelska	2024	Block 1, North Hills 6th, part Lots 7-8 Dakota Condominiums unit 325 & garage G-9 & parking space P-22	100% Homestead Credit	\$239,900	\$39,900

Motion by Comm. , 2nd by Comm. to approve the Vicki L Williams, Sherri Woehl, Michaela Fuchs & Orlin Perdue III, Century Baptist Church, Jorge Santiago, Robert & Lorraine Faulhaber, Ross Gerhardt (2), Kent Stroh & Trang Nguyen III, Michael & Karen Lalonde, Porch & Fence Properties LLC, Curtis Smith & Marilyn Schroder, Douglas & Carol Alm, Thomas & Cynthia Anderst, Janet Frohlech, Keith Greig (2), Charlette Middlestead, Dean & Carolyn Miller, Fred & Charlotte Miller, Caroline Monroe, Debbie A Opp, Leopold & Kathryn Richter, Richard & Barbara Scott, Travis Pederson, Jaren Bender, Dorothy Kastner, Harley Wagner, Paul & Shari Huettl, and Krystyna Gorzelska abatements plus the remainder of the consent agenda in its entirety. All members present voted "AYE". Motion carried.

Motion by Comm. Bakken, 2nd by Comm. Woodcox to approve the consent agenda as presented. All members present voted "AYE". Motion carried.

County Planner Flanagan presented a Rath Subdivision plat to the Commission and requested approval by the Commission. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Rath Subdivision plat. All members present voted "AYE". Motion carried.

Assistant County Engineer Schriock presented the Commission with a resolution. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the resolution for authorization to advertise for bids for the purchase of reinforced box culverts to replace bridge located 4.2 miles south of Highway 10 on 236th Street SE. All members present voted "AYE". Motion carried.

Chairman Bitner led a discussion about the Burleigh County investments and to provide clarification as to where our investment monies come from. Finance Director Jacobs appeared to inform the commission on the funds that currently invested. Chairman Bitner requested that the Investment policy be added to the January 21st, 2025, meeting for review. Commissioner Schwab requested a spreadsheet of all our investments and discussed the benchmarking. Motion by Comm. Munson, 2nd by Comm. Woodcox to add Chairman Bitner and Commissioner Bakken to the Burleigh County Investment Committee. All members present voted "AYE". Motion carried.

Commissioner Woodcox asked Finance Director Jacobs if he had a ballpark figure on what had been collected in the one cent sales tax which is to be used as a direct replacement for property taxes. Finance Director Jacobs says that it should be approximately twenty-four million per year. Chair Bitner noted that a portion of the tax revenue will be available for the next budget cycle and then subsequent years after that the full amount will be available. Commissioner Woodcox inquired if that money is being properly invested. Finance Director Jacobs stated that what has been received has been invested. Chairman Bitner states that we will be looking at the details to make certain our reserves fall within the limits of the Century Code.

Motion by Comm. Woodcox 2nd by Comm. Munson to approve the bills from the December 16th meeting. All members present voted, "AYE". Motion carried.

Chairman Bitner informed the commission about the phone lines in the Provident Life Building that had been cut which affected the beacon and the elevator emergency phones.

Chairman Bitner said that the attorneys are suggesting that we join the other parties that are appealing the PSC decision. By consensus the commission agrees to join the other parties.

.Meeting Adjourned.

Mark Splonskowski, County Auditor/Treasurer

Brian Bitner, Chairman