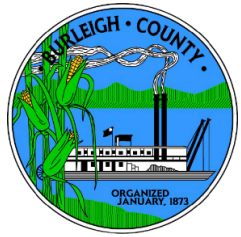




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



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)

January 21, 2025

5:00 PM

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY WEED BOARD

1. Roll Call of members.
2. Approval of agenda
3. Consideration of January 6, 2025, Meeting minutes.
4. Burleigh County Weed Officer Johnson:
 - a. Review of right of way bids.
5. Other Business
6. Adjourn.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Consideration of Agenda.
4. Consideration of the December 2nd, 4th, 16th and 23rd meeting minutes and January 6, 2024, meeting minutes and bills.
5. Consent Agenda:
 - a. Abatements.
 - b. Special event permit.
 - c. 2nd access permit requests.
6. County Engineer Hall:
 - a. 2nd approach permits.
 - b. Bryan Slough Authorization for bids.
 - c. HWY 10 and 80th street project.

- d. Micro surfacing project.
7. County Planner Flanagan:
 - a. RRH Subdivision final subdivision and Zone change.
 8. Sheriff Leben:
 - a. Quarterly report.
 9. Continuation of Auditor/Treasurer discussion.
 10. Chairman Bitner:
 - a. Burleigh County Investment Policy.
 - b. Audit Discussion.
 - c. Building & Grounds Discussion.
 11. Other Business.
 12. Adjourn.

The next regularly scheduled Commission meeting will be on February 3rd, 2025.

Mark Splonskowski
Burleigh County Auditor/Treasurer

**COUNTY
WEED
BOARD**

**BURLEIGH COUNTY WEED BOARD
MEETING MINUTES
JANUARY 6, 2025**

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

Weed Board Member Schwab called the Burleigh County Weed Board meeting to order.

A roll call of members: Commissioners Munson, Woodcox, Bitner, Schwab, and Chairman Bakken (via telephone) were present.

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

Motion by Comm. Bakken, 2nd by Comm. Bitner to approve the November 18th, 2024, meeting minutes. All members present voted, "AYE." Motion carried.

Deputy Auditor Vietmeier opened and read three bids for right of way weed spraying to the Burleigh County Weed Board. All bids included the proper documentation. Weed officer Johnson requested that himself and the Burleigh County Weed Board review the bids that were submitted January 6th, 2025 and will award accepted contract at the January 21st, 2025 Burleigh County Weed Board Meeting.

Meeting adjourned.

Mark Splonskowski, Auditor/Treasurer

Steve Bakken, Chairman

**COUNTY
COMMISSION**

**BURLEIGH COUNTY COMMISSION
MEETING
DECEMBER 2ND, 2024**

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

Administration of Oath of Office by Judge Feland for re-elected Commissioners Brian Bitner and Steve Bakken

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. Munson, 2nd by Comm. Bakken to approve the meeting agenda with the following amendments:

- Item 14 to be moved to follow the consent agenda
- Item 7a was removed
- Item 13 added investigation report
- Added Human Services Board Appointments under Other Business

All members present voted "AYE". Motion carried.

Motion by Comm. Schwab, 2nd by Comm. Munson to approve the November 18th, 2024 meeting minutes and bills, with a correction to the location of the 236th Street bridge. 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
Sprynczynatyk, Michael & Richard	2023	S20' of E75' of Lot 11 & E75' of Lots 12-13	Error in property description	\$129,200	\$109,000
Sprynczynatyk, Michael & Richard	2024	S20' of E75' of Lot 11 & E75' of Lots 12-13	Error in property description	\$129,200	\$109,000
Old Dominion Freight Line Inc	2022	Lot 26, Block 1, Northern Plains Commerce Centre 2nd Addn	Error in property description	\$4,130,000	\$3,221,400
Old Dominion Freight Line Inc	2023	Lot 26, Block 1, Northern Plains Commerce Centre 2nd Addn	Error in property description	\$4,501,700	\$3,511,300
Old Dominion Freight Line Inc	2024	Lot 26, Block 1, Northern Plains Commerce Centre 2nd Addn	Error in property description	\$4,740,900	\$3,700,000
Douglas & Karen Sokolofsky	2024	Lot 12, Block 1, North Hills 13th	50% Homestead Credit	\$445,500	\$345,500
Ronald & Laurie Jensen	2023	Lots 1-2 less N 59'(or S 55.08' of Lots 1-2), Block 6, Riverview	50% Homestead Credit	\$214,000	\$114,000
Carma Branch and Leslie Edison	2024	Lot 9, Block 11, Highland Acres	100% Homestead Credit	\$265,100	\$65,100
Dana Clairmont c/o Dana Breiner	2023	Lot 4, Block 21, Morningside Heights	100% Disabled Persons Credit	\$113,400	\$13,400
Thomas & Twylla Rausch	2024	Block 85, McKenzie & Coffin's, W30' of S15' of Lot 7, W30' of Lots 8-12, E10' of alley adj on W; E15' of Lot 42 all lots 43-44 & W10' alley adj Lot 44	100% Homestead Credit	\$358,100	\$158,100
Susan Lemke	2023	Lot 20, Block 2, Eastside Heights	100% Homestead Credit	\$260,700	\$60,700
Susan Lemke	2024	Lot 20, Block 2, Eastside Heights	100% Homestead Credit	\$272,200	\$72,200
Dennis & Paula Duffield	2023	Lot 13, Block 3, Cottonwood Lake 4th & undivided interest in Lot 32, Block 1	50% Homestead Credit	\$434,800	\$334,800

Motion by Comm. Woodcox, 2nd by Comm. Bakken to approve the Michael & Richard Sprynczynatyk (2), Old Dominion Freight Line Inc (3), Douglas & Karen Sokolofsky, Ronald & Laurie Jensen, Carma Branch and Leslie Edison, Dana Clairmont c/o Dana Breiner, Thomas & Twylla Rausch, Susan Lemke (2), and Dennis & Paula Duffield abatements and the remainder of the consent agenda in its entirety. All members present voted "AYE". Motion carried.

The Commission decided via consensus to hold a special meeting/executive session at 10am on Wednesday, December 4th to discuss potential litigation and appeal of Summit Carbon Solutions' CO2 permit. Chairman Bitner opened the floor for public comment on the CO2 pipeline situation. Information about Summit and its pipeline was shared by Jeff Jennings, Curtis Jundt, Gary Anderson, and Kevin Schieve.

County Finance Director Jacobs gave a continuation of the Q1 2024 Investment Report discussion from November 18th, 2024 meeting. Finance Director Jacobs stated that the check from BNC Bank was in the Auditor/Treasurers office possession and the lag in the deposit was not the fault of BNC National Bank. Comm Munson inquired about the makeup of the investment committee. Finance Director Jacobs gave the commission information as to the members, frequency of the meetings, and the committee's operating procedures.

Auditor/Treasurer Splonskowski asked for a clarification on the 2025 final budget for the Burleigh County Water Resource District. Since the county doesn't hold reserves for the district, they would need to use \$66,038 in general fund dollars or require the Water Resource District to use their own reserves, a consensus was reached amongst the commissioners to collect the same dollar amount for the Water Resource District as last year and have the district use their own reserve funds. No further action was taken.

Splonskowski presented the Commission an amended 2025 meeting calendar, which replaced the Wednesday, January 22nd, 2025, meeting with a Tuesday, January 21st, 2025, meeting due to a conflict in scheduling. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the amended 2025 meeting calendar. All members present voted "AYE". Motion carried.

County Engineer Hall presented a concurrence letter from the NDDOT about the Highway 10 mill project, which requested that Burleigh County concur with the estimated cost-sharing amount for the project; Hall then presented to the Commission the following resolution for approval. Motion by Comm. Schwab, 2nd by Comm. Munson to approve Hall's proposed resolution. All members present voted "AYE". Motion carried. Next Engineer Hall requested Commission approval for the Highway Department to look for consultant engineering firms willing to assist in the Highway 10 project. Motion by Comm. Munson, 2nd by Comm. Bakken to approve Engineer Hall's request for consultant engineering. All members present voted "AYE". Motion carried. Engineer Hall asked for the Commission to authorize the Highway Department to advertise for annual bids. Motion by Comm. Woodcox, 2nd by Comm. Schwab to authorize the advertisement of bids by the Highway Department. All members present voted "AYE". Motion carried.

Kim Ripple from Bismarck-Mandan MPO and MPO consultant Jason Carby from HDR presented to the Commission the Arrive 2050 Metropolitan Transportation Plan, which aims to improve the local transportation network through expansion or maintenance, and requested the Commission approve the Arrive 2050 Metropolitan Transportation Plan through a resolution of receipt. Motion by Comm. Munson, 2nd by Comm. Woodcox to approve the Arrive 2050 Metropolitan Transportation Plan with an amendment to correctly identify the county chair. All members present voted "AYE". Motion carried.

County Planner Flanagan presented a Wiese Subdivision plat in Gibbs township to the Commission and requested approval by the Commission. Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the Wiese Subdivision plat. All members present voted "AYE". Motion carried. Flanagan then showed a conceptual letter of support by Burleigh County for the Big Sky North Coast passenger rail project for Commission review. Motion by Comm. Bakken, 2nd by Comm. Munson to send a letter of support for the project with an amendment to correct the Chairman's name. All members present voted "AYE". Motion carried.

County HR Director Binder asked for Commission approval of the same list of holidays from 2024 in the new 2025 Holiday Policy. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the 2025 Holiday Policy. All members present voted "AYE". Motion carried.

Chairman Bitner recused himself and relinquished chairmanship over to Comm. Bakken. Sheriff Leben gave a brief update on the Burleigh East renovation project, stating that any remaining ARPA funds need to be committed prior to the year's end to be used in the project, and spent by the end of 2026. Motion by Comm. Schwab, 2nd by Comm. Munson to authorize remaining ARPA funds and Local Assistance & Tribal Consistency Funds to the Burleigh East renovation project. All members (excluding Bitner) present voted "AYE". Motion carried. Chairmanship was then returned to Comm. Bitner.

Comm. Munson removed item 13a due to lack of information being included in the packet. A consensus of the commission was to move this to the next meeting.

State's Attorney Lawyer presented findings of the internal investigation within the Auditor/Treasurer's Office. The investigation originated from a complaint regarding a text message that was sent by Auditor/Treasurer Splonskowski as a potential policy violation and/or a Hatch Act violation. Around the same time, former Elections Coordinator, Lisa Hart, resigned on October 15, 2024. After a discussion between Lisa Hart and Human Resource Director Binder, a request was made to also investigate a possible hostile work environment. Multiple text messages (66 total) were sent by the Auditor/Treasurer during work hours stating, "I am just letting you know from the perspective of being the County Auditor for a year and a half please do not vote for Brian Bitner for County Commissioner. If you want more details as to why let me know. Also let your friends know too. Thanks". Auditor/Treasurer Splonskowski did not fully comply with an open records request from the State's Attorney's Office regarding communication between himself and Chair Bitner and copies of the 66 messages. Due to identifying himself as the County Auditor, the text message became an open record. Lawyer stated that the Hatch Act applies to an elected Official if that County receives federal grants or loans. A person who qualifies under the Hatch Act is reported to the U.S. Office of Special Counsel for determination of a violation. If there is a violation, they can demand the person be terminated. An elected official cannot be terminated; however, if the person remains employed, there can be a monetary penalty of up to two years of the person's salary which would be taken off the grant or loan. There was also a Burleigh County Policy violation for engaging in political activity (campaigning or election engineering) while on duty. An employee who is the subject of an internal investigation does not cooperate is subject to immediate termination, however since the Auditor/ Treasurer is an elected Official, that was not an option. Failure to turnover an open record subjects the County to liability as well as personal liability for the person who withholds the records.

As an elected official there are limited options for the commission; however, recommendations can be made so that the behavior does not continue. State's Attorney Lawyer recommended Auditor/Treasurer Splonskowski:

- Attend Secretary of State's election training where they discuss the Hatch Act and how to comply with the Hatch Act
- Remedial training regarding open meetings and open records

There was no evidence of a hostile work environment from the internal investigation.

Chairman Bitner recused himself and relinquished the Chair to Vice Chair Bakken.

The Commission discussed the following options if there are items that should not be happening and or neglect of duty within an elected official's office:

- A petition can be filed to the Governor's office for removal from office.
- Electors can do a recall.
- Converting position to an appointed office.

State's Attorney Lawyer will provide more detailed information at the next Commission Meeting.

Motion by Commissioner Schwab to table this item until the next meeting. Motion second by Commissioner Woodcox. All members (excluding Bitner) present voted "aye". Motion carried. Chairmanship was returned to Commissioner Bitner.

Comm. Bakken gave the floor to Burleigh County Human Service Zone Director Chelsea Flory, who informed the Commission that three positions on the human services board are expiring. Flory requested the Commission approve the reappointment of Senator Dick Devers and Trevor Vennett to the board and to open Leslie Percy's position up for applications, as she is not seeking reappointment. Motion by Comm. Munson, 2nd by Comm. Bakken to approve the reappointment of Senator Dick Devers and Trevor Vennett, open Percy's position up for applications, and for Comm. Bakken to retain the portfolio of the human services board until portfolios change. Comm. Munson, Schwab, Bakken, and Bitner voted "AYE"; Comm. Woodcox abstained. Motion carried.

Meeting Adjourned.

Mark Splonskowski, County Auditor/Treasurer

Brian Bitner, Chairman

BURLEIGH COUNTY COMMISSION
SPECIAL MEETING
DECEMBER 4, 2024

10:00 AM

Meeting called to Order.

Chairman Bitner via telephone, Commissioners Bakken, Woodcox, Munson and Schwab.

Motion by Comm. Munson to enter into an executive session, 2nd by Comm. Woodcox, all members present voted, "AYE." Motion Carried.

The Commission then entered executive session per **N.D.C.C. § 44-04-19.1(9)** regarding Carbon pipeline litigation 10:02 AM.

The Commission adjourned the executive session at 10:45 AM and reconvened into open session.

Motion by Comm. Munson 2nd by Comm. Woodcox to move forward with consensus reached in executive session. All members present voted, "AYE." Motion carried.

Meeting Adjourned.

Mark Splonskowski, County Auditor/Treasurer

Brian Bitner, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING
DECEMBER 16TH, 2024**

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, Schwab, Bakken, and Chairman Bitner were present.

The following changes were made to the agenda:

- Item 10a was moved to after the consent agenda
- Item 6 became item 9
- Item 7 became item 6
- The words CISA was added to item 10b

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. Munson to table the December 16th, 2024 meeting minutes in order to properly review a revised draft due to unnecessary language in original version. All members present voted, "AYE". Motion carried.

Motion by Comm. Schwab, 2nd by Comm. Munson to approve the December 16th, 2024 bills. 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
Clayton & Mary Felchle	2023	Lot 18, Block 22, Wachter's 3rd	50% Homestead Credit	\$248,500	\$148,500
Clayton & Mary Felchle	2024	Lot 18, Block 22, Wachter's 3rd	50% Homestead Credit	\$266,400	\$166,400
Robert & Gayle Moyle	2024	S80' of Lots 15-18, Block 4, McKenzie's	50% Homestead Credit	\$294,300	\$194,300
Steven Blakely	2022	1976 Marshfield 66 x 14, VIN# 29553	Mobile home removed	\$7,484	\$0
Steven Blakely	2023	1976 Marshfield 66 x 14, VIN# 29553	Mobile home removed	\$7,983	\$0
Steven Blakely	2024	1976 Marshfield 66 x 14, VIN# 29553	Mobile home removed	\$7,983	\$0
Etta Schue	2024	Lot 11, Block 13, Register's 2nd	100% Homestead Credit	\$277,300	\$77,300
Robert & Jayme Holmberg	2024	Lot 10, Block 1, Horizon Heights 1st	50% Homestead Credit	\$357,000	\$257,000
Kevin & Christine Soule	2024	Block 21, Lounsberry Outlots, Beg pt 500' S & 180' E of NW corner, E 117' S 50' W 117' N 50' to beg	100% Homestead Credit	\$168,600	\$0

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the Clayton & Mary Felchle (2), Robert & Gayle Moyle, Steven Blakely (3), Etta Schue, Robert & Jayme Holmberg, and Kevin & Christine Soule abatements and the remainder of the consent agenda. All members present voted "AYE". Motion carried.

Chairman Bitner gave a brief update on the CO2 pipeline situation, saying that attorneys representing Burleigh County have filed to the courts an appeal of the Public Service Commission decision to approve a pipeline permit to Summit Carbon Solutions within the designated timeframe required by the law. Discussion on Summit Carbon Solutions' CO2 pipeline was then continued from previous meeting(s). Chairman Bitner then once again opened the floor for public comment. Opinions about Summit and its pipeline were had and shared by Charles Tuttle, Tommy Collins, and Curtis Jundt.

John Fraase inquired of the Commission about the possibility of renaming the municipal courtroom in the county courthouse after former Judge William C. Severin of Bismarck, subsequently giving a presentation about Judge Severin's career and stated his favorability of such a memorial. Comm. Woodcox volunteered to work with Mr. Fraase to help the project along. Motion by Comm. Munson, 2nd by Comm. Bakken to rename the municipal courtroom in the county courthouse in honor of former Judge William C. Severin. Comm. Woodcox, Munson, and Bakken voted "AYE"; Comm. Schwab and Bitner voted "NAY". Motion carried.

Auditor/Treasurer Splonskowski presented to the Commission clarifications regarding the 2024 First Quarter investment report provided by County Finance Director Jacobs back on November 18th, 2024. The points of clarifications are as follows:

- Auditor/Treasurer Splonskowski stated that he believes the benchmarks used in Finance Director Jacobs' report did not follow the current investment policy in the Burleigh County Finance Manual. Jacobs' report had compared treasuries against CDs for example rather than comparing treasuries against treasuries, CDs against CDs, etc., as prescribed in the manual; the report's figures were also based solely on treasuries and had not included CDs or money markets.
- Auditor/Treasurer Splonskowski informed the Commission that the 2023 yield exceeded the budgeted yield by over \$100,000, and that as of August 2024, Burleigh County investments yielded \$1.1 million beyond what was budgeted. Based on Finance Director Jacobs' report & benchmark, the calculated loss in 2023 only amounted to 0.0088 percent (9/10^{ths} of 1%) and the loss of 2024's 1st quarter likewise only amounted to 0.0018 percent (1/5th of 1%).
- Auditor/Treasurer Splonskowski stated to the Commission that on more than one of the investments made in 2024, both Finance Director Jacobs and Deputy Finance Director Schmidt agreed with and supported the various investment decisions made by the Auditor/Treasurer's office.
- The unmodified opinion of the 2023 annual Audit from the State's Auditor's Office was highlighted to show the Commission that no funds in Burleigh County were mishandled or misplaced.
- Auditor/Treasurer Splonskowski further stated that Finance Director Jacobs' report did not take into the consideration the workforce issues and challenges effecting the Auditor/Treasurer's office. 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, but that multiple hirings and re-hirings took place within the Auditor/Treasurer's office across 2023. Furthermore, Splonskowski also explained that in 2024 the county Commission had transferred several duties historically held by the Finance Director over to his office but did not allow for the addition of new staff help disperse the workload (even removing a proposed accountant position in the Auditor/Treasurer's office during the 2025 preliminary budget). Paired with the office's standard election duties, the Auditor/Treasurer's office – and the Deputy Auditor/Treasurer in particular – suffered from overwork and was thus prevented from researching & pursuing better investment options.

Auditor/Treasurer Splonskowski ended by stating that his office exceeded the budgeted yields, and that a combination of improving internal processes, a continued adherence to North Dakota century code, and the addition of new staff to the Auditor/Treasurer's office would greatly help the investment process for Burleigh County.

Tommy Collins approached the podium to express her opinions on Auditor/Treasurer Splonskowski's clarifications.

Splonskowski presented to the Commission a recap on the November 5th, 2024, general election. Elections Coordinator Hart resigned during the general election process, her duties were reallocated within the office and members of the Auditor/Treasurer's office took on more responsibilities to keep the process going. The Secretary of State's office assisted the Auditor/Treasurer's office in finding, correcting, and noting mistakes to prevent them from happening again, and other departments within Burleigh County lent available staff to the Auditor/Treasurer's office to assist in daily election operations. Splonskowski informed the Commission that there were 52,866 ballots cast in total throughout the course of the general election, which included 9,637 absentee votes, 19,065 early votes, and 24,164 votes cast on Election Day. Overall, Burleigh County saw a 69.9 percent voter turnout, which beat the statewide turnout of 62.61 percent.

Finance Director Jacobs briefly addressed a couple of points before his items. Firstly, he stated that he took exception to any implications/accusations of unethical behavior on his part, and secondly, Finance Director Jacobs rebutted an earlier point made by Auditor/Treasurer Splonskowski during his clarification presentation. Jacobs clarified that in his report, he never claimed there was no turnover in the Auditor/Treasurer's office during the 2023 year; rather, he had stated that there was no turnover in the Deputy Auditor/Treasurer position specifically.

County Finance Director Jacobs gave an overview of both the 2023 Investment Report and the Q2 2024 & Q3 2024 Investment Returns. Jacobs stated that in 2023, Burleigh County underperformed the benchmark of a similar term investment in US treasuries by \$751,055. The Burleigh County Auditor/Treasurer is also responsible for investing Morton County's sales taxes – in 2023, Morton County underperformed the benchmark by \$77,800. According to Jacobs, Burleigh County underperformed in 2023 mainly due to failure to invest, failure to capitalize on rising rates, and poor investment choices. Jacobs gave the following figures for each quarter in 2024:

- In Q1 of 2024, Burleigh County underperformed by \$136,000, with Morton County underperforming by \$26,000.
- In Q2 of 2024, Burleigh County underperformed by \$168,000, with Morton County underperforming by \$19,000.
- In Q3 of 2024, Burleigh County underperformed by \$226,900, with Morton County underperforming by \$38,000.

Jacobs gave some clarification as to why the numbers in Q3 of 2024 were so high, the explanation being that Burleigh County at that time was engaged in some bond defeasance activity at the advice of the county's bidding agent. If one were to remove the bond defeasance activity from Q3 of 2024, Burleigh County would underperform only by \$150,000, and Morton County would underperform only by \$25,000.

- In Q4 of 2024, Burleigh County underperformed by \$226,900, with Morton County underperforming by \$38,000.

According to Jacobs, Burleigh County underperformed in 2024 mainly due to a failure to invest and poor investment choices. Jacobs then touched on a couple of examples of a failure to invest along with other minor issues in 2023 under both Auditor/Treasurer Splonskowski and the previous Auditor/Treasurer Leo Vetter. Jacobs stood for questions.

County States Attorney Lawyer notified the Commission that in September 2024, the Burleigh County victim/witness program was awarded \$110,285 in federal VOCA grants through the state of North Dakota for the period of October 1st, 2024 through September 30th, 2025. Lawyer also stated that in a memo on December 9th, 2024, the state of North Dakota allocated an additional \$50,715 in federal VOCA grants to the Burleigh County victim/witness program for the period of October 1st, 2024, through June 30th, 2025. No further action was taken.

States Attorney Lawyer then continued the discussion regarding the county's internal investigation within the Auditor/Treasurer's office, mainly regarding the topics of removing a position from office and converting an elected office into an appointed office. Lawyer presented a summary of laws related to removing a position from office, and then went into detail about how petition process works when a petition is submitted to the state governor's office by either the public or the States Attorney. Additionally, Lawyer gave more insight into the process of what the Commission needed to do according to state law when converting an elected office into an appointed one. Motion by Comm. Munson, 2nd by Comm. Bakken to table the item until the next meeting. All members present voted "AYE". Motion carried.

Chris Legenfelder, Charles Tuttle, Curtis Jundt, and Steve Nagel were allowed to express their opinions concerning States Attorney Lawyer's item on the investigation discussion.

Chairman Bitner gave a brief report regarding the county's standalone election computer. Before the election, the Secretary of State's office had discovered that Burleigh County's standalone election computer had been connected to the Internet. Since the Internet connection instantly compromised the computer's internal security and could call into question the integrity of future elections, it had to be removed from the county and returned to its vendor for recalibration. Bitner also highlighted a 'security assessment at first entry' report from August 1st, 2024, written by officials at CISA (Cybersecurity Infrastructure Security Administration) of the Department of Homeland Security. In it, the report mentioned potential issues with the county's standalone election computer.

The Commission then began reviewing for consideration applications of Auxiliary Board members. Positions were open in the following boards & committees: Bismarck Planning Commission for an ETA member (1), Burleigh County Housing Authority (1), Burleigh County Human Service Zone Board (1), Burleigh County Park Board (2), Burleigh County School District Reorganizational Board (3), Burleigh County Water Resource Board (2), and Missouri Valley Complex Committee for a Junior/High School Rodeo Appointee (1). Motion by Comm. Munson, 2nd by Comm. Bakken to reappoint Trent Wangen to the Bismarck Planning Commission as an ETA member. All members present voted "AYE". Motion carried. Motion by Comm. Munson, 2nd by Comm. Bakken to reappoint Cynthia Chavez to the Burleigh County Housing Authority. All members present voted "AYE". Motion carried. Motion by Comm. Bakken, 2nd by Comm. Munson to appoint Keli Berglund to the Burleigh County Human Service Zone Board. All members present voted "AYE". Motion carried. Motion by Comm. Bakken, 2nd by Comm. Munson to reappoint Errol Behm and Jeffery Herman to the Burleigh County Park Board. All members present voted "AYE". Motion carried. Motion by Comm. Bakken, 2nd by Comm. Munson to table the positions for Burleigh County School District Reorganizational Board. All members present voted "AYE". Motion carried. Motion by Comm. Woodcox, 2nd by Comm. Munson to reappoint Roger Smith and appoint Chuck Mischel to the Burleigh County Water Resource Board. All members present voted "AYE". Motion carried. Motion by Comm. Bakken to table the Junior/High School Rodeo Appointee position on the Missouri Valley Complex Committee. A consensus was reached among the commissioners to table the Junior/High School Rodeo Appointee position on the Missouri Valley Complex Committee. No further action was taken.

County Engineer Hall presented to the Commission a pavement waiver request by a couple on Sandy River Drive. This request was essentially a reconsideration of a waiver which had been denied in 2016; the waiver had included a lot split and would've required both the reconstruction and paving of Fernwood Drive. Hall stated that he recommends approval of the current waiver (which will only do a lot split), with an added caveat which states that this approval doesn't preclude the county or township from coming back in the future and requiring the individuals to share in the cost associated with rebuilding Fernwood Drive. Motion by Comm. Bakken, 2nd by Comm. Woodcox to grant the waiver as recommended by Hall. All members present voted "AYE". Motion carried. Hall then began a discussion about the bridge located on 236th St SE, as the deteriorating condition of the bridge's timber deck, beams, and piling are an area of concern. The bridge has a current posted load of 10 tons. Hall stated that the county applied for federal bridge funds from the DOT in 2021 and were approved to receive funds by 2024; however, due to inflation the project and funds were pushed back to 2026. Hall proposed two options on how to tackle the issue. The first option would be to stay on schedule and replace the bridge in 2025, using local funds and tapping into reserve funds to pay for the bridge. The total estimated cost for replacing the bridge would lie between \$900,000 and \$1 million, and the bridge would be completed by the fall of 2025. The second option would be to wait an additional year for those federal funds from the DOT to arrive in 2026 (assuming there are no further delays). With this latter option, the county would be on the hook for only \$250,000 in local funds and the bridge would be completed by the fall of 2026. Hall also highlighted a major concern that the county at some point might need to close the bridge, which would greatly affect the people living in that area due to the bridge being on an important route. A detour route has already been planned and prepared, but all three legs of the detour would need some extra work to be more efficient and safer. Motion by Comm. Munson, 2nd by Comm. Schwab to go with option one and stay on schedule to replace the bridge. All members present voted "AYE". Motion carried.

Meeting Adjourned.

Mark Splonskowski, County Auditor/Treasurer

Brian Bitner, Chairman

**BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
DECEMBER 23, 2024**

11:00 AM

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

Roll call of members: Comm. Bakken, Schwab, and Chairman Bitner were present, with Comm. Woodcox and Munson also present via conference call.

County Finance Director Jacobs started the discussion surrounding the county's ARPA funds. Jacobs shared that the Finance Department and the State's Attorney's Office had discussed options for obligating the ARPA funds by the year's end. The Finance Department discovered that the creation of a memorandum of understanding (MOU) would be sufficient to cover the county per Treasury guidance, and subsequently forwarded this information to the State's Attorney. Jacobs also suggested that if the MOUs don't work, the county could rely on revenue replacement within the ARPA program.

State's Attorney Lawyer presented copies of a draft MOU to the Commission. Lawyer mentioned that two small changes were made to the MOU draft. Firstly, adjustments were made to the budget numbers to ensure the figures would include all the funds needed for the project and are as follows: the budget of the Highway Department is listed as \$1 million, the budget of the Sheriff's Department is listed as \$652,561, and the budget of Emergency Management is listed as \$6,214,739. Secondly, in each of the MOUs under the budget, the phrase "...in addition to any funds previously obligated for this project." was included. States Attorney Lawyer asked the Commission for any questions, changes, or modifications on the MOU, Chairman Bitner pointed out that a line in both the Sheriff's Department and Emergency Management's MOU read "for good and services" and said it should have said "goods and services". States Attorney Lawyer acknowledged the error and said it will be corrected.

Motion by Comm. Bakken, 2nd by Comm. Schwab to approve the MOU with the correction of "good and services" to "goods and services". All members present voted "AYE". Motion carried.

State's Attorney Lawyer presented a discussion regarding a request for an audit of the Burleigh County finances. Lawyer explained that there were some issues noticed by the current Finance Department regarding Burleigh County's bookkeeping of finances – it was noticed that in a previous audit, money had been marked down as obligated, even though it was not contracted, therefore not fulfilling the requirements of obligation. The previous Finance Department stated they implemented the changes recommended by the State Auditor's office; however, the same error occurred during the next audit. States Attorney Lawyer suggested the county should have its books audited to ensure that things aren't being missed, misplaced, or mishandled, either by asking the State Auditor's office to do a typical audit or by hiring a CPA to conduct a forensic audit. Chairman Bitner mentioned that he contacted several local firms but had only heard back from one (Eide Bailly) so far and forwarded the information to State's Attorney Lawyer. North Dakota State Auditor Josh Gallion was present at the meeting and was asked by the Commission if he had any input on the situation. Gallion said that his office doesn't do forensic audits. Auditor Gallion said there is off book cash in reference to money held at the Bank of North Dakota, but no money appears to be missing from Burleigh County. Gallion offered to assist the county should the need arise moving forward on this issue.

Motion by Comm. Schwab, 2nd by Comm. Bakken to inquire from the firms contacted so far on how much a forensic audit of the county's accounts would cost, and to determine whether a competitive bidding process would be needed. Comm. Bakken, Schwab, and Bitner voted "AYE"; Comm. Woodcox and Munson voted "NAY". Motion carried.

Meeting adjourned.

Mark Splonskowski, County 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. Commissioner Bakken nominated Commissioner Bitner as Chairman. Commissioner Woodcox nominated Commissioner Munson as Chairman. Commission discussion was held. Election for the chairman was held with Commissioner Bitner prevailing as Chairman.

Chairman Bitner called for nominations for Vice Chairman. Commissioner Schwab nominated Commissioner Bakken. Commissioner Woodcox nominated Commissioner Munson. Election was held with Commissioner Bakken prevailing 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. Commissioner Bitner said that a portion of that money will be available for the 2025 Budget and the full amount of collections for the 2026 budget. 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

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

Abate #	Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
25-001	Wesley & Ruth Wessner	2024	Lot 22, Block 5, Eastside Heights	50% Homestead Credit	\$276,100	\$176,100
25-002	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
25-003	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
25-004	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
25-008	Anthony & Alvina Splonskowski	2024	Lot 17, Block 10, Washington Heights 3rd Lot C of Lot 4, Block 1, Missouri River	50% Homestead Credit	\$283,300	\$183,300
25-009	Monte & Gayle Schneibel	2024	Estates	50% Homestead Credit	\$291,100	\$191,100
25-010	Monty Snyder	2024	S1/2SE1/4	100% Homestead Credit	\$163,400	\$0
25-013	Roberta Froehlich	2024	Unit 6G of Lot 2, Block 1, Plaza Tower	50% Homestead Credit	\$97,100	\$48,550
25-014	Kim & Patricia Wiest	2024	Lot 10, Block 1, Haycreek Meadows	50% Homestead Credit	\$293,100	\$193,100
25-015	Fred & Mitzl Johnson	2023	Lot 6, Block 1, Watsons	50% Homestead Credit	\$102,700	\$51,350
25-016	Fred & Mitzl Johnson	2024	Lot 6, Block 1, Watsons	50% Homestead Credit	\$92,900	\$46,450
25-017	Rick & Jacqueline Bischof	2023	Lot 9, Block 1, Fox Island	Error in property description	\$908,300	\$883,800
25-018	Rick & Jacqueline Bischof	2024	Lot 9, Block 1, Fox Island	Error in property description	\$984,000	\$956,600
25-019	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

25-020	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
25-021	Edna Gartner	2024	Lot 13, Block 11, Register's 2nd	100% Homestead Credit	\$210,500	\$10,500
25-022	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
25-023	David Breeding	2024	Lots 1-3, Block 8, Wilton - Macomber's 1st	100% Homestead Credit	\$43,100	\$0
25-024	Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt NW1/4	Exempt property	\$1,900	\$0
25-025	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
25-026	Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$4,900	\$0
25-027	Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$5,900	\$0
25-028	Park District of the City of Bismarck	2024	Section 30, Hay Creek Township, pt N1/2	Exempt property	\$500	\$0
25-029	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
25-030	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
25-031	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

25-032	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
25-033	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
25-034	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
25-035	Duane Zimmerman	2024	Lot 2, Block 12, Perry Pines	50% Homestead Credit	\$177,500	\$88,750
25-036	Brock & Ashley Johlfs	2024	Lot 4, Block 6, Spiritwood Estates	60% Disabled Veteran	\$552,000	\$444,000

25-001

APPLICATION FOR SPECIAL PERMIT TO SELL ALCOHOLIC BEVERAGES AT A SPECIAL EVENT AT DESIGNATED PREMISES "SE"

Local Fee: \$25.00

Applicant (must have county license) Tnt Tavern, LLC

1. Name of Licensee Travis Kocourek

2. Name of Business Tnt Tavern

3. Mailing Address 31 Main St

4. State Alcoholic Beverage License Number AA-018316 5. Local License Number(s) 24-003

6. Date(s) and Time of Special Event * Feb 8, 2025 1pm-1am

7. Describe Special Event Fully Wedding reception

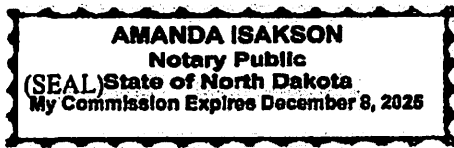
8. Indicate Premises to be Used on Reverse Side of this Application.

Dated this 14th day of January, 2025

Tom Kocourek Tnt Tavern (Licensee)

BY Tom Kocourek (Name and title if Corporate Officer or Manager)

Subscribed and sworn to before me this 14th day of January, 2025



Amanda Isakson

Recommendation [X] Approved ___ Denied ___ If denied, reason for denial: ___

[Signature] 1-14-25 (Burlough County Sheriff) (Date)

PERMIT

The above named licensee is hereby authorized to sell alcoholic beverages in accordance with law and ordinances at the premises and on the date(s) set forth in this application, subject to such rules and regulations as have been established.

Dated this ___ day of ___, 20___

(County Auditor)

**APPLICATION FOR LIQUOR LICENSE
TOWNSHIP BOARD APPROVAL**

To: Burleigh County Auditor

We, the Township Board of Driscoll approve the
(Name of Township)

application for a Type SE Retail Liquor License for

TNT Tavern, LLC
(Name of Establishment)

owned by Travis Kocourek 31 Main St
(Licensee) (Address)

Kate Whitman
Chairman

Loren Lang
Member

Shawn Hayrok
Member

ATTEST

Ashley Byrne
(Township Clerk)

DESCRIPTION OF PREMISES

1. Are premises located within the County of Burleigh? Yes No

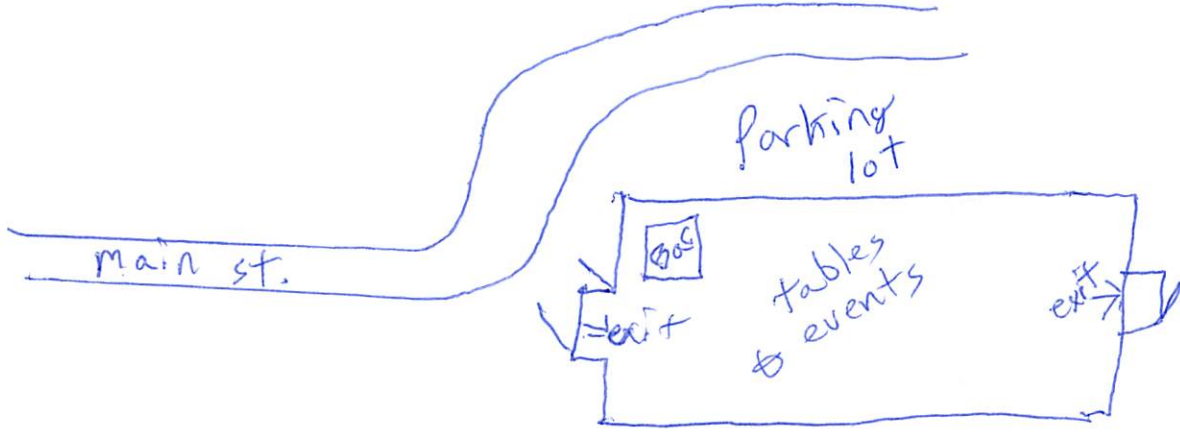
2. Address of premises:

Driscoll Community Building (south end of Main St)
(Street Address) (City) Driscoll (Zip Code) 58532

3. Name of building where event will be held: Driscoll Community Building

4. Do premises meet local and state requirements regarding sanitation and safety? Yes No

5. Draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers, and moveable partitions. If any area is enclosed by fences or the like, explain type and height.



6. What part of the building will be used for the alcoholic beverage business (sale of beverages and consumption of beverages sold)? All Less than all. If less than all, fully explain and clearly indicate on the floor plan (outline with a different color):



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Memo

Date: January 21, 2025
To: Mark Splonskowski
County Auditor
From: Marcus J. Hall P.E.
County Engineer
RE: Second access permit for Stacey Funk

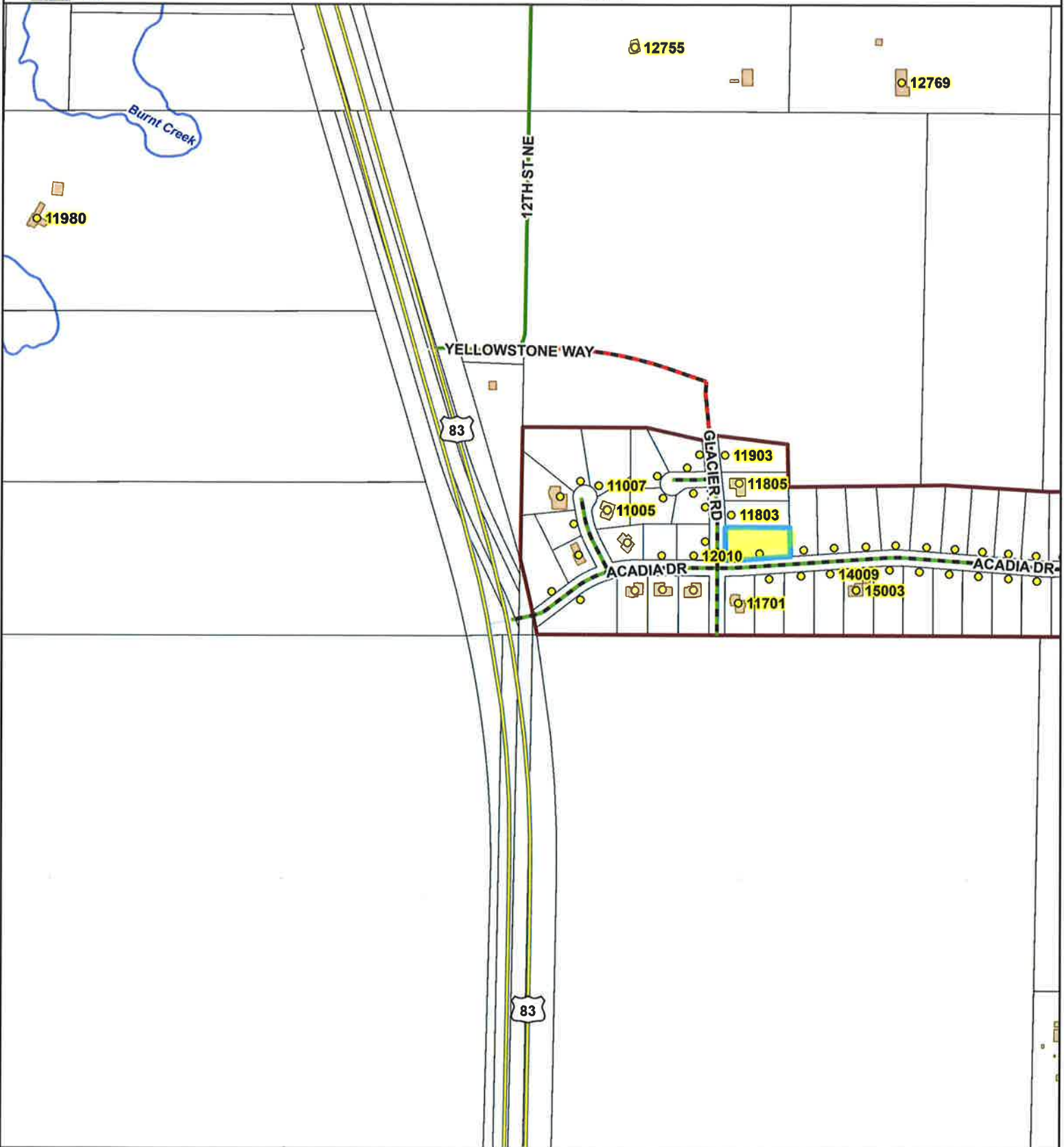
Stacey Funk from 13008 Acadia Drive has requested a second access permit to his property. The first access approach is off of Acadia Drive. He wishes to have a second approach off of Glacier Road in order to loop his driveway. We have reviewed the location of the new proposed access off of Glacier Road and have determined that it will meet our requirements.

Please place the approval of a 2nd approach for Stacey Funk on the January 21, 2025 County Board Consent Agenda.

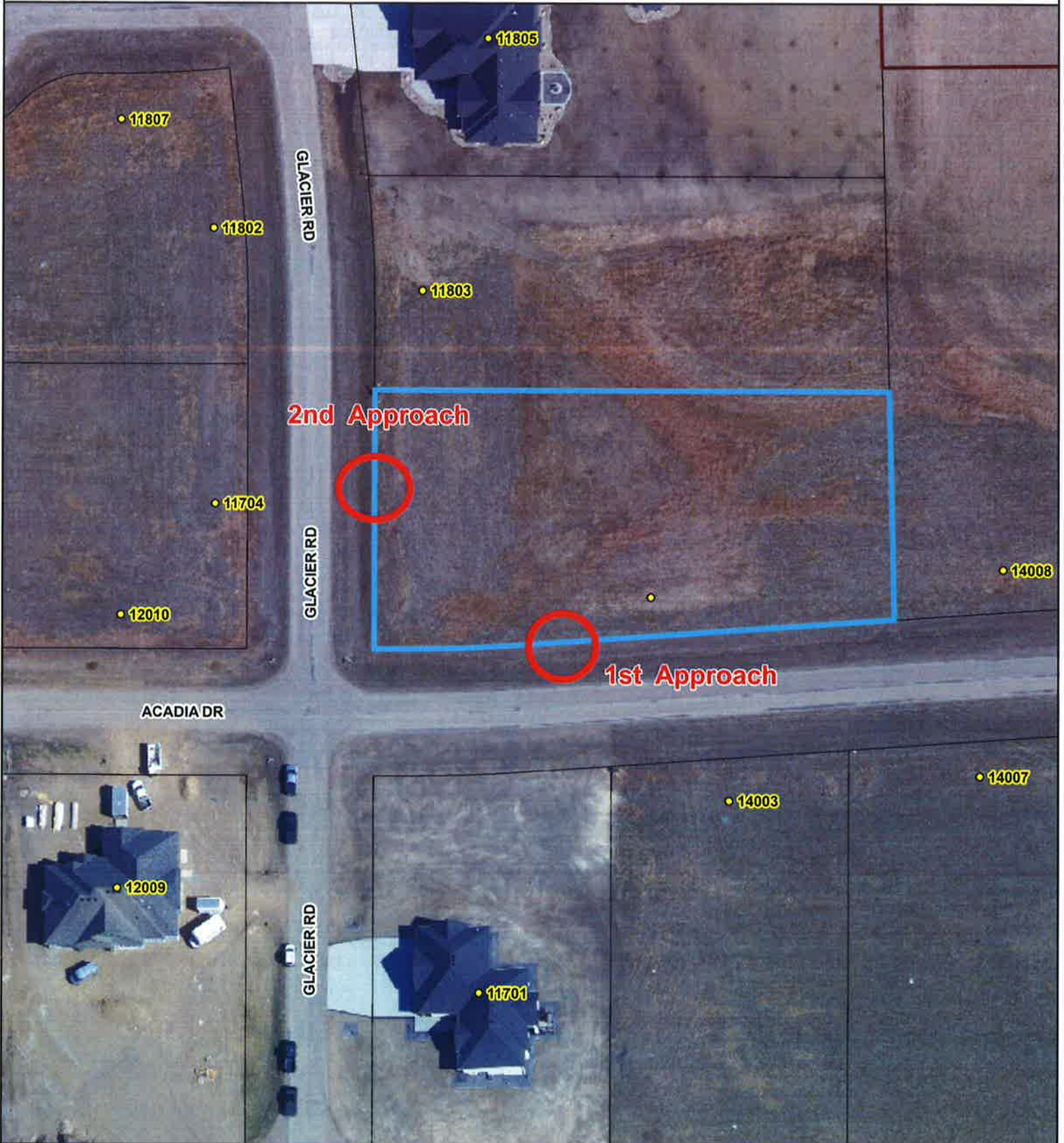
2nd Approach Permits Requirements

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

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



PARCEL ID: 24-140-80-51-02-040 OWNER: FUNK, STACEY J LIVING TRUST ACRES: 1.17
SITE ADDRESS: 13008 ACADIA DR
MAIL ADDRESS: %FUNK, STACEY J & JAMES M - TRUSTEES 2519 PEACH TREE DR, BISMARCK, ND 58504
LEGAL: HERITAGE RESERVE BLOCK 2 LOT 4



PARCEL ID: 24-140-80-51-02-040 OWNER: FUNK, STACEY J LIVING TRUST ACRES: 1.17
SITE ADDRESS: 13008 ACADIA DR
MAIL ADDRESS: %FUNK, STACEY J & JAMES M - TRUSTEES 2519 PEACH TREE DR, BISMARCK, ND 58504
LEGAL: HERITAGE RESERVE BLOCK 2 LOT 4



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Memo

Date: January 21, 2025
To: Mark Splonskowski
County Auditor
From: Marcus J. Hall P.E.
County Engineer
RE: Second access permit for Connie Hilger

Connie Hilger from 12004 Acadia Drive has requested a second access permit to his property. The first access approach is off of Acadia Drive. He wishes to have a second approach off of Acadia Cir in order to have better access to the north side of his property. We have reviewed the location of the new proposed access off of Acadia Cir and have determined that it will meet our requirements.

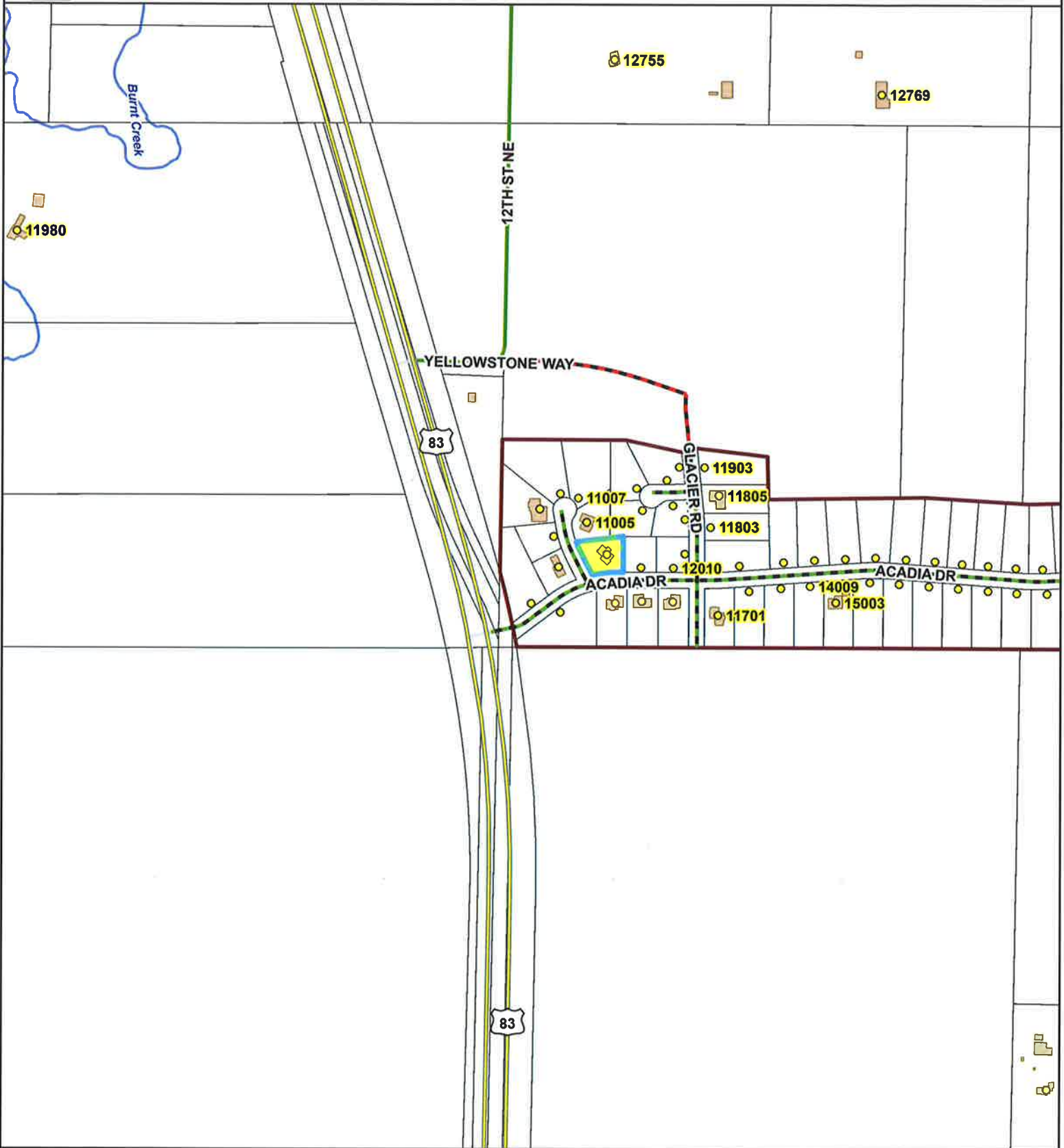
Please place the approval of a 2nd approach for Connie Hilger on the January 21, 2025 County Board Consent Agenda.

2nd Approach Permits Requirements

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

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

BURLEIGH COUNTY, NORTH DAKOTA LOCATION MAP



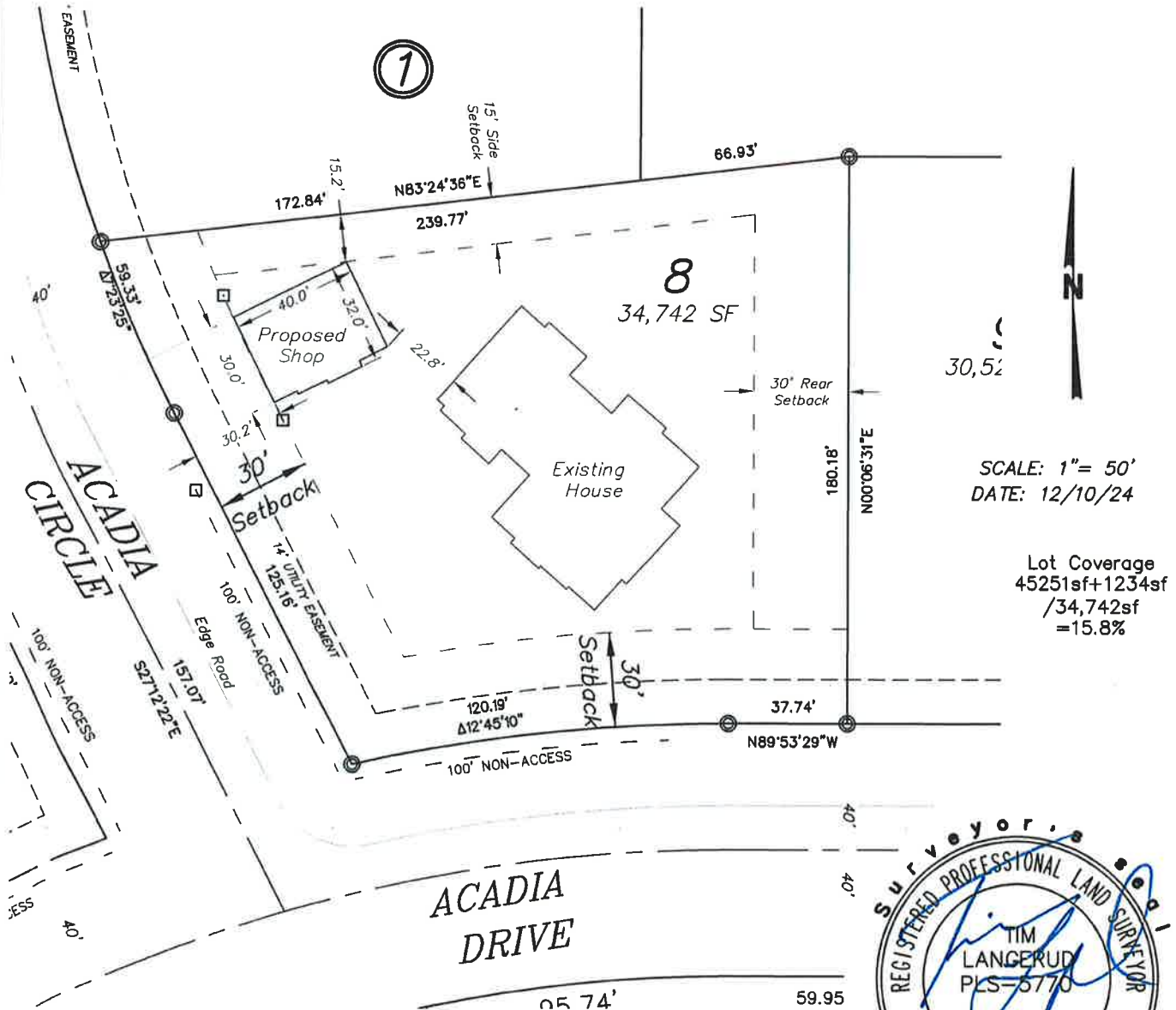
PARCEL ID: 24-140-80-51-01-080 OWNER: HILGER, CONNIE L LIVING TRUST ACRES: 0.8
SITE ADDRESS: 12004 ACADIA DR
MAIL ADDRESS: %ROBERT M HILGER & CONNIE L HILGER - TRUSTEES 12004 ACADIA DR, BISMARCK, ND 58503-5500
LEGAL: HERITAGE RESERVE BLOCK 1 LOT 8




PARCEL ID: 24-140-80-51-01-080 OWNER: HILGER, CONNIE L LIVING TRUST ACRES: 0.8
SITE ADDRESS: 12004 ACADIA DR
MAIL ADDRESS: %ROBERT M HILGER & CONNIE L HILGER - TRUSTEES 12004 ACADIA DR, BISMARCK, ND 58503-5500
LEGAL: HERITAGE RESERVE BLOCK 1 LOT 8

LOT SURVEY EXHIBIT

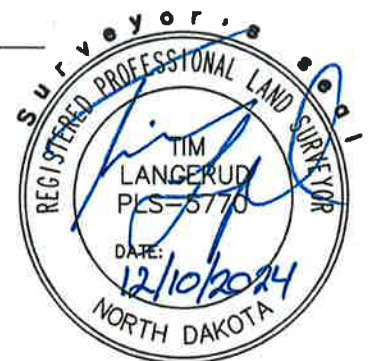
LOT 8 BLOCK 1
 SUBDIVISION Heritage Reserve Subdivision
 ADDRESS 12004 Acadia Drive
 BUILDER K&L Homes




 SCALE: 1" = 50'
 DATE: 12/10/24

Lot Coverage
 45251sf+1234sf
 /34,742sf
 =15.8%

- FOUND MONUMENT
- ⊙ SET MONUMENT
- BUILDING SETBACK OR NON-ACCESS STAKE



NOTES

THE BUILDING SETBACK LINES SHOWN ARE TYPICAL, THERE MAY BE OTHER BUILDING RESTRICTIONS, COVENANTS OR INTERPRETATIONS THAT AFFECT THIS PROPERTY. THE BUILDER IS RESPONSIBLE FOR VERIFYING THE BUILDING DIMENSIONS AND VERIFYING THE BUILDING SETBACKS WITH THE APPROPRIATE APPROVING AUTHORITIES. DIMENSIONS ARE FROM PLAT. BUILDING AS SHOWN HAS BEEN FIELD SURVEYED.

FAXED OR EMAILED TO: _____ DATED: _____
 BUILDER OR OWNER


SWENSON, HAGEN & COMPANY P.C.
 909 Busin Avenue
 Bismarck, North Dakota 58504
 sleng@swensonhagen.com
 Phone (701) 223 - 2600
 Fax (701) 223 - 2606

ITEM

6



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Request for County Board Action

DATE: January 22, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: 2nd Approach Permits

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

ACTION REQUESTED:

Review and Direct the County Highway Department on how to proceed with Colton Jeppson request.

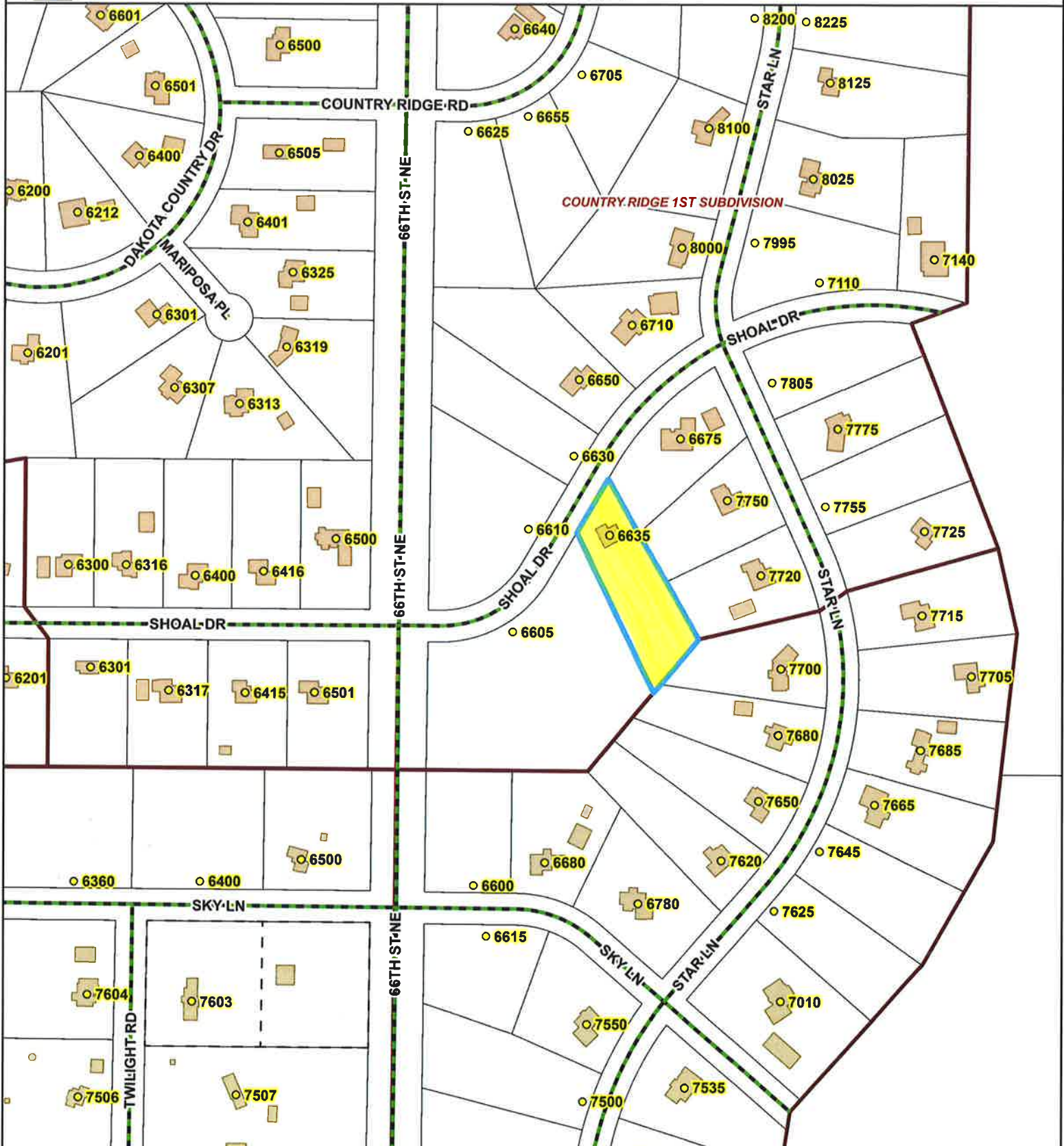
BACKGROUND:

Colton Jeppson has requested a second approach permit to a property described as Block 03, Lot 02, of Country Ridge First Subdivision (6635 Shoal Drive). Both the first and second approaches will enter the property from Shoal Drive. The second approach was rejected because it is too close to the first approach (around 80 feet).

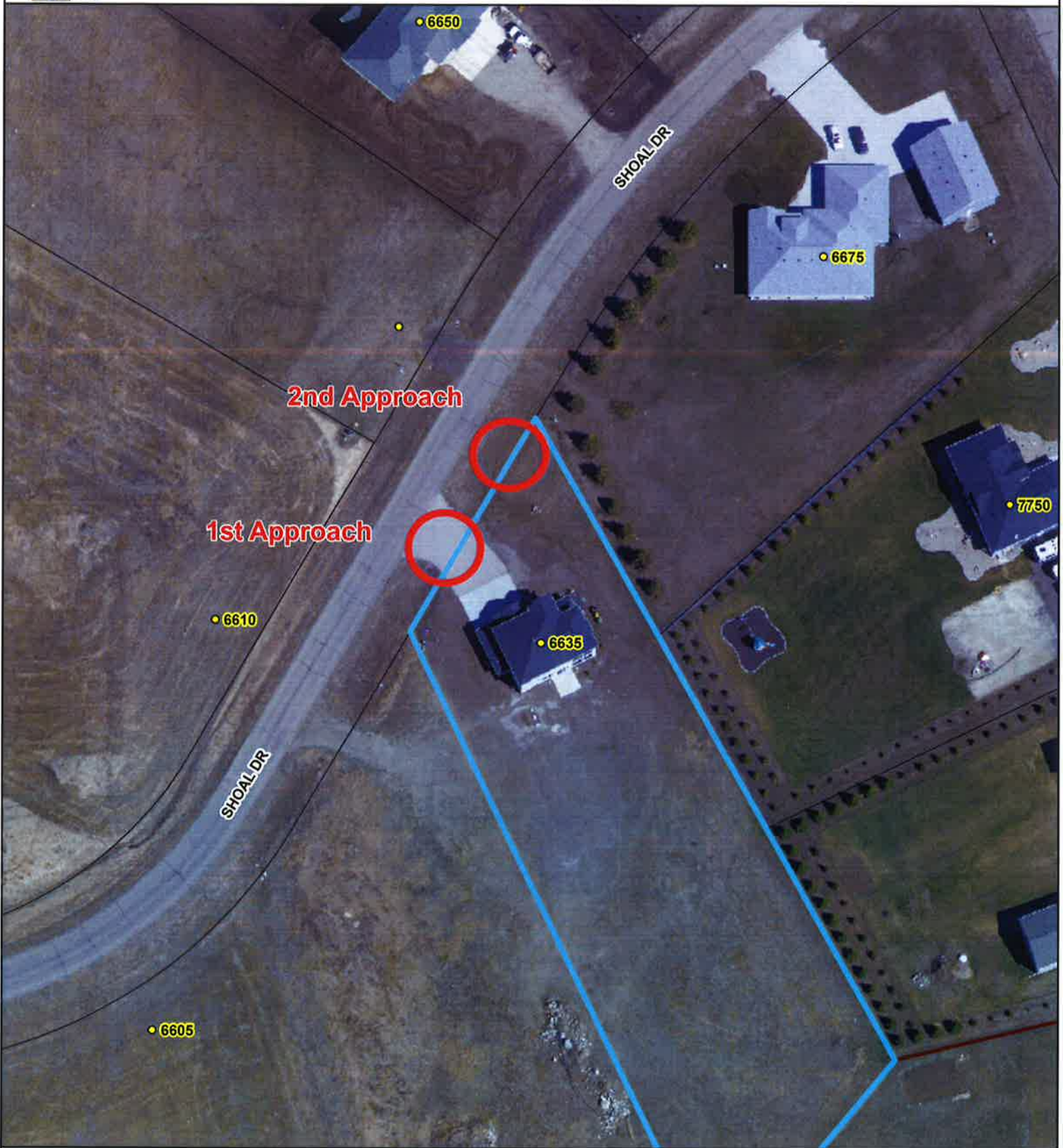
Colton Jeppson has requested an appeal of the Highway Department's denial to the County Board.

RECOMMENDATION:

It is recommended that the Burleigh County Board discuss the above item and direct the County Highway Department on how to proceed.



PARCEL ID: 32-139-79-42-03-020 OWNER: JEPSON, COLTON M & MARY A ACRES: 1.54
SITE ADDRESS: 6635 SHOAL DR
MAIL ADDRESS: 6635 SHOAL DR, BISMARCK, ND 58503
LEGAL: COUNTRY RIDGE FIRST Block 03 LOT 2



PARCEL ID: 32-139-79-42-03-020 OWNER: JEPSON, COLTON M & MARY A ACRES: 1.54
SITE ADDRESS: 6635 SHOAL DR
MAIL ADDRESS: 6635 SHOAL DR, BISMARCK, ND 58503
LEGAL: COUNTRY RIDGE FIRST Block 03 LOT 2

Burleigh County – 2nd approach permit request

12/31/2024

Applicant name: Colton Jeppson

Contact phone: (775) 842-6996

Legal description of the property: Residential

6635 Shoal Dr

Bismarck, ND 58503

Request for 2nd approach permit at the above address. We wish to build a shop on the south/east section of our property in the 2025 season and would require a second approach to gain access to the shop. As shown in the hand drawing, access to the shop would not be feasible from the west side of the house due to the utilities box placement and the current leach field placement.

The second approach has been marked with white flags.



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Request for County Board Action

DATE: January 21, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Authorization to advertise for bids.

Please include the following item in the next Burleigh County Board agenda.

ACTION REQUESTED:

Authorize the proper County officials to advertise for bids for the Bryan Slough Force Main Project.

BACKGROUND:

During the 2025 Budget process, the County Board approved the Bryan Slough Force Main project to the 2025 budget. The Highway Department has been working on a plan for this project and is now ready to advertise for bids. We will be using 100% American Rescue Funds for the construction of this project.

RECOMMENDATION:

It is recommended the Board adopt the following proposed resolution.

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED: That the County Auditor and the County Engineer are hereby authorized to advertise for bids for the Bryan Slough Force Main Project.



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Request for County Board Action

DATE: January 21, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Authorization to advertise for bids.

Please include the following item in the next Burleigh County Board agenda.

ACTION REQUESTED:

Authorize the proper County officials to advertise for bids for the HWY 10 and 80th Street Intersection project.

BACKGROUND:

On November 18, 2024 the County Board added the HWY 10 and 80th Street Intersection project to the 2025 Burleigh County Project Priority List. The Highway Department has been working on a plan for this project and is now ready to advertise for bids. We will be using 100% Prairie Dog Funding for the construction of this project.

RECOMMENDATION:

It is recommended the Board adopt the following proposed resolution.

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED: That the County Auditor and the County Engineer are hereby authorized to advertise for bids for the HWY 10 and 80th Street Intersection project.



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

Request for County Board Action

DATE: January 21, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Authorization to advertise for bids.

Please include the following item in the next Burleigh County Board agenda.

ACTION REQUESTED:

Authorize the proper County officials to advertise for bids for a Microsurfacing project.

BACKGROUND:

During the 2025 Budget process, the County Board added a Microsurfacing project to the 2025 budget. The projects include 71st Ave NE from US83 to Centennial Road and Centennial Road from 71st Ave NE to Jericho Road. In addition, we will be doing 66th Street SE from County Highway 10 to Lincoln Road. The Highway Department has been working on a plan for this project and is now ready to advertise for bids. We will be using 100% Prairie Dog Funding for the construction of this project.

RECOMMENDATION:

It is recommended the Board adopt the following proposed resolution.

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED: That the County Auditor and the County Engineer are hereby authorized to advertise for bids for the Microsurfacing of 71st Ave NE from US83 to Centennial Road. Centennial Road from 71st Ave NE to Jericho Road and 66th Street SE from County Highway 10 to Lincoln Road.

ITEM

7



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

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.
Re: Recommendations from the January 8, 2025 meeting of Burleigh County Planning Commission
Date: 1-9-2025
From: Mitch Flanagan, Burleigh County Planning Director.

ITEM 1

RRH Final Subdivision and Zone Change

Legal Description: Section 21, PT SW ¼ Lot 'A' Irregular Plat #291-884

Property Address: TBD.

Burleigh County was asked by CEI Engineering – Dallas TX and Moore Engineering- Bismarck, to review a one (1) lot subdivision containing 19.823 acres and a proposed zoning change from AG to C-Commercial District. The owner's intention is to build a Love's Travel Stop & Country Store on this site. The Planning Commission recommended approval of the final plat and zone change by a vote of 8-0.

ACTION REQUESTED

Based on supporting documents and findings of the Planning Commission, it is recommended to approve RRH Final Subdivision and Zone Change.

Attachments: Ex. 1. RRH Final Plat.
Ex. 2. Site Location.

**PLAT OF
RRH SUBDIVISION**
A PART OF THE SOUTHWEST 1/4 OF
SECTION 21, TOWNSHIP 139 NORTH, RANGE 76 WEST, BURLEIGH COUNTY, NORTH DAKOTA

PERIMETER METES & BOUNDS DESCRIPTION

Part of the Southwest Quarter of Section 21, Township 139 North, Range 76 West, of the 5th Principal Meridian, Burleigh County, North Dakota, described as follows:

Commencing at the southwest corner of said section 21, thence N 0 deg. 23 min. 48 sec. E along the west line of section 21 a distance of 408.81 feet; thence S 89 deg. 36 min. 12 sec. E a distance of 101.94 feet to the point of beginning; thence N 0 deg. 23 min. 48 sec. E a distance of 909.83 feet; thence S 89 deg. 55 min. 39 sec. E a distance of 760.02 feet; thence S 0 deg. 21 min. 31 sec. W a distance of 1318.16 feet to the south line of said section 21; thence N 89 deg. 55 min. 13 sec. W along the south line of said section 21 a distance of 90.90 feet to the northerly NDDOT right of way line along interstate highway no. 1-94; thence N 58 deg. 28 min. 46 sec. W along said NDDOT right of way line a distance of 782.64 feet to the point of beginning.

Said tract contains 19.87 acres, more or less.

DRAINAGE EASEMENT DESCRIPTION

Beginning at the northwest corner of Lot 1, Block 1 of RRH Subdivision, thence S 0 deg. 23 min. 48 sec. W along the west line of said Lot 1 a distance of 12.32 feet; thence S 75 deg. 52 min. 39 sec. E a distance of 225.15 feet; thence S 89 deg. 00 min. 25 sec. E a distance of 461.69 feet to the beginning of a tangent curve, concave to the right (southwesterly), having a radius of 30.00 feet; thence easterly along said curve 46.79 feet through a central angle of 89 deg. 21 min. 56 sec. to the end of the curve; thence S 0 deg. 21 min. 31 sec. W a distance of 1213.61 feet to the south line of said Lot 1; thence S 89 deg. 55 min. 13 sec. E along the south line of said Lot 1 a distance of 40.00 feet; thence N 0 deg. 21 min. 31 sec. E a distance of 1262.64 feet; thence N 89 deg. 00 min. 25 sec. W a distance of 528.84 feet; thence N 75 deg. 52 min. 39 sec. W a distance of 193.69 feet to the north line of said Lot 1; thence N 89 deg. 55 min. 13 sec. E along the north line of said Lot 1 a distance of 33.08 feet to the point of beginning.

Said easement contains 1.49 acres, more or less.

LAGOON EASEMENT DESCRIPTION

Commencing at the southwest corner of Lot 1, Block 1 of RRH Subdivision, thence N 55 deg. 27 min. 39 sec. E a distance of 77.47 feet to the point of beginning; thence N 28 deg. 53 min. 45 sec. W a distance of 24.04 feet; thence N 0 deg. 23 min. 48 sec. E a distance of 241.31 feet; thence N 45 deg. 23 min. 48 sec. E a distance of 381.11 feet; thence S 89 deg. 36 min. 12 sec. E a distance of 223.10 feet; thence N 80 deg. 23 min. 20 sec. E a distance of 85.21 feet; thence S 89 deg. 36 min. 12 sec. E a distance of 294.65 feet; thence S 0 deg. 18 min. 47 sec. W a distance of 560.56 feet; thence S 54 deg. 06 min. 21 sec. W a distance of 80.15 feet; thence N 72 deg. 06 min. 04 sec. W a distance of 253.76 feet; thence N 35 deg. 51 min. 08 sec. W a distance of 43.92 feet; thence N 00 deg. 23 min. 48 sec. E a distance of 73.54 feet; thence N 90 deg. 00 min. 00 sec. W a distance of 89.74 feet; thence N 58 deg. 11 min. 18 sec. W a distance of 228.90 feet to the point of beginning.

Said easement contain 6.81 acres, more or less.

AREA DATA:

Lot 1, Block 1 865,595 Sq. Ft. 19.87 Acres

RESTRICTED USE ON STORMWATER & DRAINAGE EASEMENT

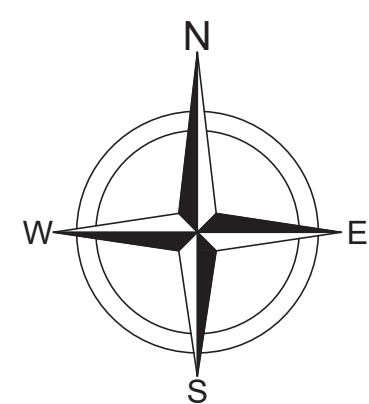
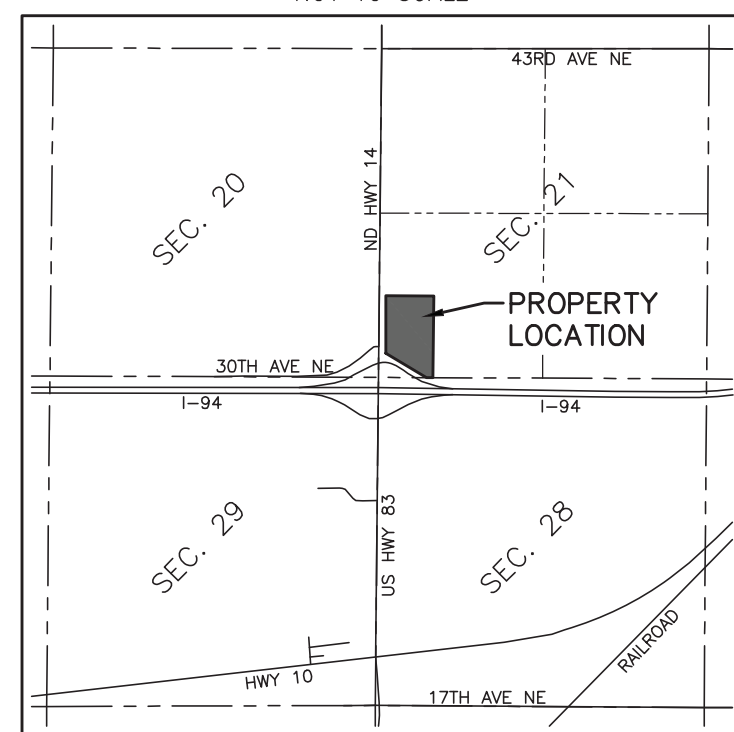
- Stormwater & Drainage Easements are constructed to collect, store, convey, and/or treat stormwater runoff. They are constructed to prevent or limit flood damage and environmental impacts to properties both within and outside of the plot.
- Property owners shall not place any type of fill material or make any alterations to the permanent vegetated cover on the Stormwater & Drainage Easement (no open hill soil is allowed). They shall not plant any trees or shrubs within the easement with the intent to screen or provide a snow shelter bet. Individual trees and shrubs may be planted within the easement with the prior approval of the County Engineer. Property owners shall not construct any type of structure (including fences, garages, outbuildings, sheds, driveways, parking pads, landscaping, gardens, and septic fields) or other features that interfere with the intended use of the Stormwater & Drainage Easement.

SITE BENCHMARK

BURLEIGH COUNTY GROUND COORDINATES
1/CF = 1.0001485221
NAD83 (2011); ND SOUTH ZONE
NAVD83(2011); INTERNATIONAL FOOT
6/2/2022

POINT ID, NORTHING, EASTING, ELEVATION, CODE
1, 428171.156, 2021688.859, 1930.410, CP1

VICINITY MAP
NOT TO SCALE



LEGEND

- IRON MONUMENT FOUND
- SET 5/8"x18" REBAR WITH ALUMINUM CAP LS-10871
- RIGHT OF WAY POST
- NON-ACCESS LINE
- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING

BASIS OF BEARINGS:
GRID NORTH

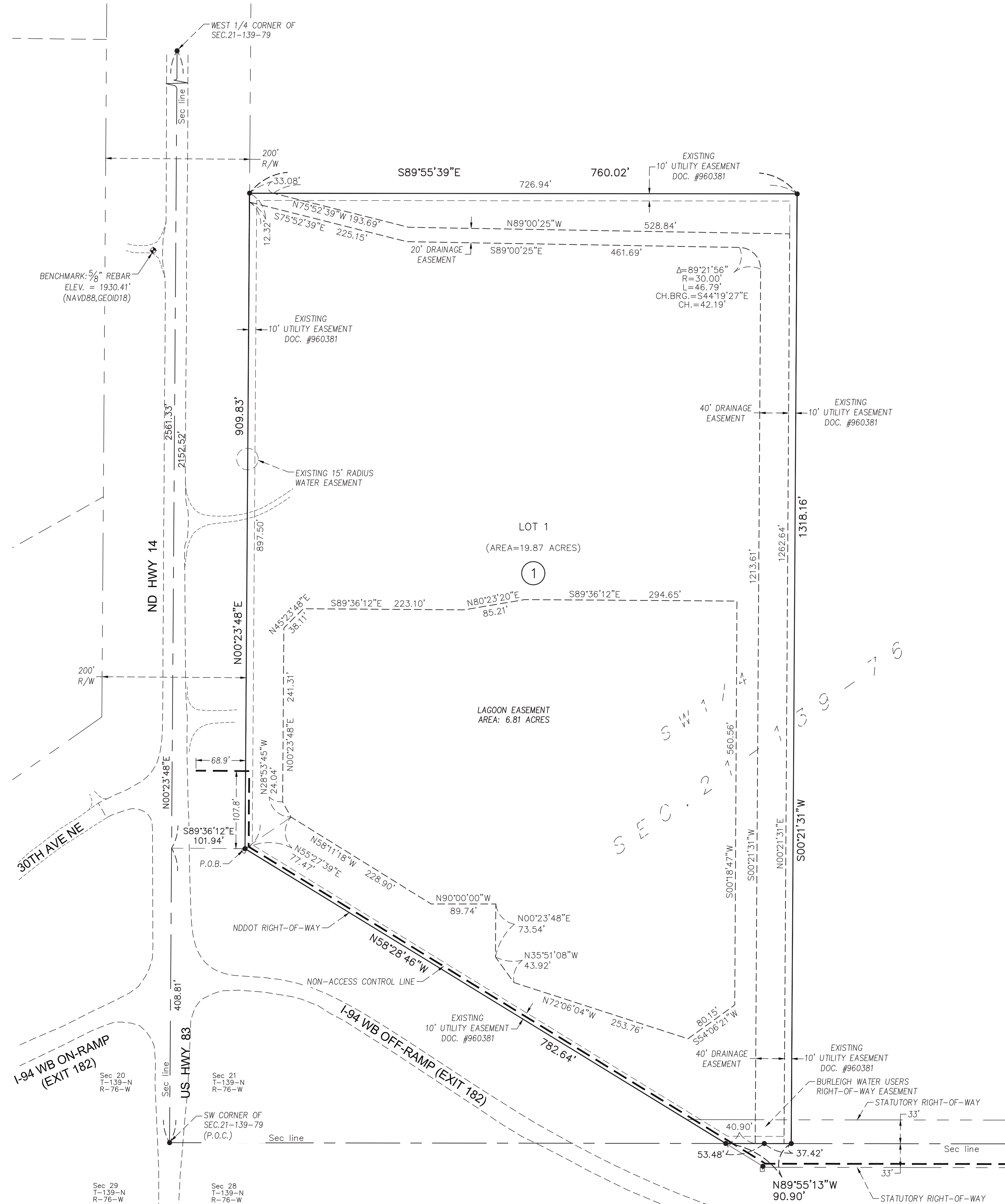
HORIZONTAL DATUM: BURLEIGH COUNTY GROUND COORDINATES
ND COORDINATE SYSTEM OF 1983, NAD83(2011)
ND SOUTH ZONE, INTERNATIONAL FOOT DEFINITION
COMBINATION FACTOR: 0.9998515



PROPERTY OWNER:
ROSEROCK HOLDINGS LLC
PO BOX 5256
OAK BROOK, IL 60522-5256

PARCEL #:
35-139-76-00-21-610

PRELIMINARY PLAT DATE: 10-23-2024



OWNERS DEDICATION

We, the undersigned, being the sole owners of the land platted hereon, do hereby voluntarily consent to the execution of said plat and do dedicate easements to run with the land for gas, electric, telephone, water or other public utilities or services on or under those certain strips of land designated hereon as "Utility Easement". We further dedicate drainage and lagoon easements as shown hereon.

Signature _____

Name Timothy J. Doty, II
Roserock Holdings, LLC

State of _____
County of _____

On this _____ day of _____, 20____, before me, a Notary Public in and for said County and State, personally appeared _____ known to me to be the person described in and who executed the foregoing instrument and acknowledged to me that he executed the same in the name of RRH Subdivision.

Notary Public, _____ County, _____

APPROVAL OF BOARD OF COUNTY COMMISSION

The Board of County Commissioners of the County of Burleigh, North Dakota, has approved the subdivision of land as shown on this plat, has accepted the dedication of all streets shown thereon, and does hereby vacate any previous platting within the boundary of this plat.

This plat was done in accordance with the laws of the State of North Dakota, the comprehensive plan and ordinances of the County of Burleigh.

The foregoing action on the Board of County Commission of Burleigh County, North Dakota, was taken by resolution approved on the _____ day of _____, 20____.

Brian Bitner, Chairman

Attest: Mark Splonskowski
County Auditor/Treasurer

APPROVAL OF THE COUNTY ENGINEER

I, Marcus J. Hall, P.E., County Engineer of the County of Burleigh, North Dakota, hereby approve this plat of RRH Subdivision, as shown on this plat.

Dated this _____ day of _____, 20____.

Marcus J. Hall, P.E., County Engineer

APPROVAL OF COUNTY PLANNING AND ZONING COMMISSION

The County Planning and Zoning Commission of the County of Burleigh, North Dakota, hereby approves the RRH Subdivision, as shown on this plat.

This plat was done in accordance with the laws of the State of North Dakota, the comprehensive plan and ordinances of the County of Burleigh and regulation adopted by said Planning and Zoning Commission.

The foregoing action on the County Planning and Zoning Commission of Burleigh County, North Dakota, was taken by resolution approved on the _____ day of _____, 20____.

Dennis Agnew, Chairman

Attest: Mitch Flanagan, Secretary

SURVEYOR'S CERTIFICATE

Thomas D. Weigel, being duly sworn, deposes and says that he is the Registered Professional Land Surveyor who prepared and made the attached plat of "RRH SUBDIVISION", a part of the Southwest Quarter of Section 21, Township 139 North, Range 76 West of the Fifth Principal Meridian, Burleigh County, North Dakota; that said plat is a true and correct representation of said survey; that all distances are correctly shown on said plat; that monuments have been placed in the ground as indicated for the guidance of future surveys; all dimensional and geodetic details are correct.

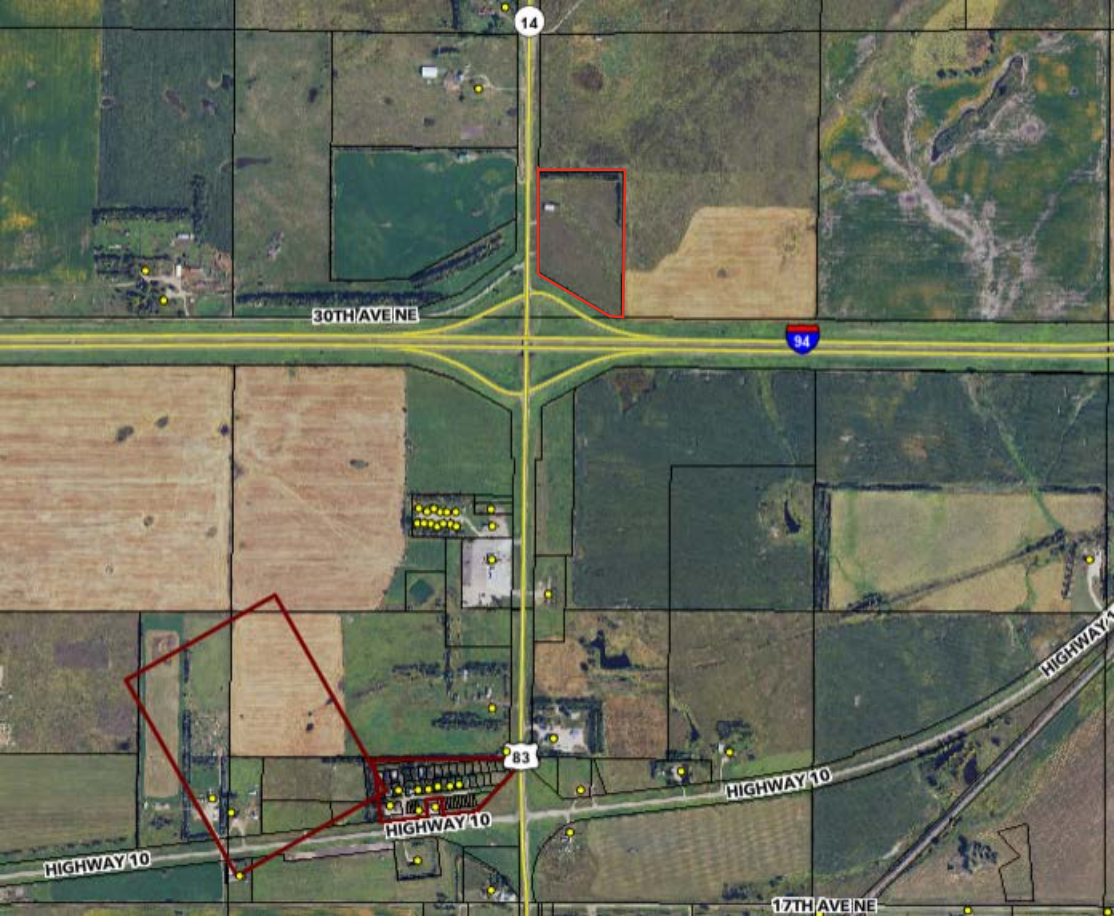
PRELIMINARY

Thomas D. Weigel
Professional Land Surveyor
Reg. No. LS-10871

State of North Dakota
county of Burleigh

On this _____ day of _____, 20____, before me, a notary public in and for said county and state, personally appeared Thomas D. Weigel, registered land surveyor, known to me to be the person described in and who executed the foregoing instrument and acknowledged to me that he executed the same as his free act and deed.

Notary Public, Burleigh County, North Dakota



14

30TH AVE NE

94

83

HIGHWAY 10

HIGHWAY 10

HIGHWAY 10

HIGHWAY 10

17TH AVE NE

ITEM

8

BURLEIGH - MORTON COUNTY COMMISSION

DETENTION REPORT January 2025

1. December Housing Report:

- a. Average Daily Population (ADP) 268
- b. Total Bookings: 618 or 20 per day average.

2. Breakdown of Inmate Days:

a. Bismarck inmate days:

290 nights	9 per night	\$21,563 billed
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b. Mandan inmate days:

28 nights	1 per night	\$1,913 billed
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c. U.S. Marshall/Bureau of Prisons:

1,014 nights	33 per night	\$116,610 billed
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d. Others (Counties/Cities):

1,395 nights	45 per night	\$128,575 billed
--------------	--------------	------------------

e. Burleigh/ Morton Average per night:

6,055 nights	195 per night	
--------------	---------------	--


3. Total billed : \$268,530 Year: \$2,591,063

4. Burleigh County alternatives to jail program (24/7Program): 309 Participants

- 52 on the drug patch.
- 152 on the ankle bracelet.
- 51 on twice a day breath tests.
- 44 people testing in other counties.
- 10 Remote Breath Testing

ITEM

10

	Burleigh County, North Dakota Job Description	Last Date Revised: 07/10/2024 Job Description Number:
---	--	---

Employee: _____
Job Title: Facilities Director
Status: Exempt
Salary Grade: 13

Location: Bismarck
Department: Buildings & Grounds
Reports to: Commission
DBM Rating: C52

Job Summary: Responsible for planning and coordinating operations, repairs, improvements, maintenance, and preventive maintenance of assigned Burleigh County buildings and grounds. Oversee, coordinate, and plan upgrades to Burleigh County buildings and grounds. Seek bids, enter contracts, and work with third party vendors.

Responsibilities:


- | | | |
|-----------|--------|---|
| <u>30</u> | % time | 1. Responsible for supervision, managing, training and evaluation of maintenance personnel. |
| <u>30</u> | % time | 2. Responsible for the scheduling and supervision of maintenance and repair of all assigned buildings and grounds. |
| <u>25</u> | % time | 3. Responsible for project management and planning for current and future infrastructure needs. |
| <u>10</u> | % time | 4. Responsible for preparing annual budget; monitor and approve expenditures of the Buildings & Grounds Department; maintain reports, inventory records, and ordering supplies. |
| <u>5</u> | % time | 5. Responsible for performing maintenance on assigned County buildings, grounds, and equipment. |

Essential Job Duties:

1. Directs, supervises, and evaluates department staff; ensures staff receive training related to specific job tasks and responsibilities.
2. Directs, schedules, and oversees external contractors.
3. Schedules and supervises maintenance workers engaged in building and grounds upkeep and repair; responsible for safety and security, electrical, plumbing, heating, air conditioning, and ventilation services in assigned buildings.
4. Develops and monitors department budget; orders equipment and supplies and monitors inventory; makes requests to Commission for capital outlay expenditures as needed.
5. Prepares specifications for projects, equipment, and contracted services; oversees site and building projects performed by outside contractors.
6. Develops and implements long and short-range goals, objectives, policies, procedures, and work standards for department.
7. Evaluates the need for and arranges staff safety training sessions.
8. Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them.
9. Investigate air quality concerns in assigned buildings.
10. Maintain records and prepare reports regarding department activities, facilities conditions, and operation activities.
11. Responds to inquiries and complaints from building tenants regarding the maintenance of assigned buildings and grounds.
12. Coordinate and communicate repair and construction activities with appropriate department heads.
13. Performs other duties as required.

Accountabilities:

1. Knowledge of principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation.
2. Knowledge of principles and practices of accounting, budget development and administration.

	Burleigh County, North Dakota Job Description	Last Date Revised: 07/10/2024 Job Description Number:
---	--	---

3. Knowledge of practices and principles of buildings and grounds, journey level maintenance and facilities management.
4. Observe established safety practices and procedures when working with chemicals and equipment.
5. Create a positive and productive work atmosphere by communicating and maintaining a professional manner with employees and the public.

Job Qualifications, Experience and Education:

1. Must be high school graduate or GED certified, with a bachelor’s degree in architecture, engineering, project management or related field.
2. Must have five (5) years of experience in a maintenance position working on HVAC, plumbing, electrical, maintenance of buildings and grounds and preventative maintenance of buildings, equipment, and vehicles.
3. Must have one (1) to three (3) years of supervisory experience in a maintenance setting.
 - A combination of education and work experience of ten (10) or more years in project management, HVAC, plumbing or electrical work with progressive supervisory responsibilities may be substituted for minimum qualifications.
4. Must have reasonable interpersonal communications skills and be able to interact with fellow employees, professional staff, and the public.
5. Must possess a valid class D North Dakota driver's license, and a clean driving record.
6. Applicants will be subject to a pre-employment physical, drug screen and criminal background check.

Working Conditions/Physical and Mental Demands:


1. Physical environment consists of indoor/outdoor exposure to various climates.
2. Will include physical motions of sitting, standing walking, lifting, carrying, pushing, crouching, twisting, grasping, climbing and other physical motions.
3. Occasionally required to respond to call-in or back-to-work procedures.

Clarification Clause:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining Facilities Director related positions. The job description is not a contract. Burleigh County reserves the right to modify this job description at any time.

Employee Signature

Date

	Burleigh County, North Dakota Job Description	Last Date Revised: 07/10/2024 Job Description Number:
---	--	---

Employee: _____
Job Title: Building Maintenance Tech II
Status: Nonexempt
Salary Grade: 6

Location: Bismarck
Department: Buildings & Grounds
Reports to: Maintenance Supervisor
DBM Rating: B22

Job Summary: Under supervision of the Buildings and Grounds Manager, is responsible for performing technical installation, repair, and maintenance of County owned buildings, property, and related facilities, including the repair, monitoring, and installation of specialized equipment or operating systems.

Responsibilities


- | | | |
|----|--------|--|
| 50 | % time | 1. Responsible for performing maintenance on County Buildings and equipment. |
| 40 | % time | 2. Responsible for maintenance on County grounds. |
| 10 | % time | 3. Responsible for maintaining reports and assisting with project planning. |

Essential Job Duties:

1. Must be able to perform all duties required for the position of Building Maintenance Technician I.
2. Provides building and equipment maintenance at a journey level in multiple disciplines including high voltage electrical, HVAC and refrigeration.
3. Ability to adjust and monitor computerized controls; and adjust and monitor security detention equipment.
4. Ability to read blueprints.
5. Working on garbage disposals, dishwashers, and trash compactors.
6. Assists in the project planning, cost estimating and project prioritization process.
7. Provides maintenance of sidewalks including the use of a power blower, sweepers, and snow removal equipment.
8. Repairs chiller systems, hot water boilers and steam boilers.
9. Performs chemical testing of boiler and cooling towers.
10. Responsible for checking and testing of generators and grease interceptors.
11. Responds to afterhours emergency calls regarding building security, malfunctioning equipment, or systems, and make or arrange for necessary repairs.
12. Responds to inquiries and complaints regarding the maintenance of assigned buildings and grounds.
13. Performs other duties as required or assigned.

Accountabilities:

1. Observe established safety practices and procedures and use protective safety gear when working with chemicals and equipment.
2. Create a positive and productive work atmosphere by communicating and maintaining a professional manner with employees and the public.
3. Prepares reports and inventory records of County equipment and supplies.

	Burleigh County, North Dakota Job Description	Last Date Revised: 07/10/2024 Job Description Number:
---	--	---

Job Qualifications, Experience and Education:

1. Must be 18 years of age or older and a high school graduate or GED certified.
2. Must have knowledge of materials, methods and techniques used in maintenance activities.
3. Must have reasonable interpersonal communication skills and be able to interact with fellow employees, professional staff, and the public.
4. Must have a minimum of two (2) years of experience in a comparable position.
5. Must possess a valid class D North Dakota driver's license, and a clean driving record.
6. Applicant will be subject to a criminal background check, physical and pre-employment drug screen.

Working Conditions/Physical and Mental Demands:

1. Physical environment consists of indoor/outdoor exposure to various climates.
2. Will include physical motions of sitting, standing, walking, lifting, carrying, pushing, pulling, crouching, twisting, grasping, climbing and other physical motions.
3. Interaction with Burleigh Morton Detention Center personnel and possibly inmates may occur.
4. This position will rotate between locations, including the Burleigh Morton County Detention Center.
5. Occasionally required to work early shifts, respond to call-back or emergency procedures.
6. This position will also participate in an on-call rotation.

Clarification Clause:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining the Building Maintenance Technician II position. This job description is not a contract. Burleigh County reserved the right to modify this job description at any time.

Employee Signature

Date