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Burleigh County Commission Meeting Agenda

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

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February 3, 2025

5:00 PM

Invocation and Pledge of Allegiance presented by Chaplain.

COUNTY COMMISSION

1. Meeting called to order.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration of the December 2nd, 4th, 16th, 23rd, 2024 special meeting minutes, January 6th and 15th, 2025 meeting minutes, and January 21st, 2025, special meeting minutes and January 21, 2025, meeting minutes and bills.
5. Consent Agenda:
 - a. Abatements.
 - b. Utility permit.
 - c. Resolution authorizing County Auditor/Treasurer to make payment upon demand for all invoices and claims for utility services, gas, fuel, and oil (per Bill Payment Policy).
 - d. Resolution authorizing County Auditor/Treasurer to make payment upon demand for invoices for appointed County Coroner.
6. County Extension Agent Kelsey Deckert:
 - a. Position refill request.
7. County Planner Flanagan:
 - a. RRH Subdivision update.
8. County Engineer Hall:
 - a. Authorization to Advertise for bids for bridge #08-126-40.0.
 - b. Authorize County to enter into contract for bridge #08-126-40.0.
9. Consideration of resolution changing County Auditor/Treasurer from an elected to an appointed position.

10. County Finance Director Jacobs:

- a. Vendor Onboarding Policies & Provides.

11. States Attorney Lawyer:

- a. Victim Witness Program grant funds update.

12. Auditor/Treasurer Splonskowski:

- a. Request for calling of Public Hearing regarding SAD #76 Falconer Estates Subdivision.

13. Other Business.

14. Adjourn.

The next regularly scheduled Commission meeting will be on February 19th, 2025.

Mark Splonskowski

Burleigh County Auditor/Treasurer

**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 an 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 an 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 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 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

**BURLEIGH COUNTY COMMISSION
SPECIAL MEETING MINUTES
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 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 March 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 another 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 another 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 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 lastly 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 then 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

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
24-756	James & Pamela Vukelic	2024	Lots 11-16, Block 7, McKenzie's	Error in property description	\$751,900	\$633,700
	Daniel Adolf Privratsky &		Tract 1400 of Lot 7, Block 1, Southport			
24-759	Melodee Grenz	2024	Phase II	50% Disabled Veteran	\$558,100	\$468,100
	Missouri Slope North		Lot 1A of Lot 1, Block 1, Good Shepard	Property exempt from		
24-760	Campus - SNF LLC	2024	North Addition	taxation	\$1,851,100	\$74,900
	Aircraft Management		Block 1, City Leases, Possessory interest in parcel land located in S 1/2 ssection 10 A38-80 at municipal airport des in lease	Lease for hangar expired & hanger was removed		
24-761	Services Inc	2024	date 5/22/08 (bldgs 5 &22)	for 9 months of year	\$590,000	\$379,400
24-764	Lila Teunissen	2024	Lot 16, Block 5, Peet's 4th	100% Disabled Veteran	\$401,300	\$296,300
	Roberta Spitzer (Beadell)		Block 1, Replat Aud Lot 28 & W 1/2 Aud			
24-765		2024	Lot 27, Lot 2 Park Place Condo Unit IV	70% Disabled Veteran	\$142,800	\$42,840
24-766	Daniel James Geiger	2024	Lot 4, Block 17, Meadow Valley 4th	80% Disabled Veteran	\$352,300	\$256,300
24-767	James & Dixie Lang	2024	Lot 5, Block 1, Clear Sky Addition	80% Disabled Veteran	\$484,000	\$340,000
	Kimberly Graner		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
24-770	Thomas & June Marshall	2024	Lot 10, Block 4, Heritage Park 2nd Addition	100% Disabled Veteran	\$320,500	\$230,500
	Anthony & Rebecca Saxton		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
24-771		2023				

24-772	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
24-773	Shirley Buchholz	2024	Block 3, Shannon Valley 4th, Lots 1-2 East Ridge Condo Unit 9	100% Disabled Veteran	\$44,500	\$0
25-005	Robert Scott & Carrie Newell	2024	Lot 5, Block 2, Wachter's 9th	100% Disabled Veteran	\$437,500	\$257,500
25-006	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
25-007	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
25-012	Fourth Street LLC	2024	Lot 12, Block 17, Homan Acres 2nd	Property improvement was destroyed or damaged	\$399,000	\$374,000
25-038	Gunda Busch	2023	Lot 13, Block 10, Replat Homan Acres	100% Homestead Credit	\$250,800	\$50,800
25-039	Gunda Busch	2024	Lot 13, Block 10, Replat Homan Acres	50% Homestead Credit	\$262,700	\$162,700
25-040	Reede & Mary Benning	2024	Lot 6, Block 4, Stein's 2nd	50% Homestead Credit	\$286,200	\$186,200
25-041	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
25-042	Jesse Jordan	2024	Lot 4, Block 1, Prairie Pines 3rd	Equalization with surrounding properties	\$718,100	\$665,200

25-043	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
25-044	Anders Bleth	2024	Lot 10, Block 8, High Meadows 5th	Error in property description	\$418,200	\$380,400
25-045	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
25-046	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
25-047	Faye Schiefelbein	2023	Lot 5, Block 8, Meadow Valley 2nd	50% Homestead Credit	\$240,600	\$140,600
25-048	Faye Schiefelbein	2024	Lot 5, Block 8, Meadow Valley 2nd	100% Homestead Credit	\$254,100	\$54,100
25-049	Brandi Schmidt	2023	Lot 2, Block 1, Haycreek Meadows 1st Replat	80% Disabled Veteran	\$280,700	\$136,700
25-050	Brandi Schmidt	2024	Lot 2, Block 1, Haycreek Meadows 1st Replat	80% Disabled Veteran	\$260,100	\$116,100
25-051	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
25-052	The Salvation Army	2024	Lots 6-7, Block 1, Airway Ave Addn	Property exempt from taxation	\$169,500	\$155,400
25-053	Clifford Romoser Jr	2025	1975 Detroit 66 x 14, VIN #SGD040980	Mobile home was demolished	\$7,096	\$0
25-054	Chase Beard	2024	2005 Adrian 14 x 60, ser #GAHAG1756	Moved mobile home 4/26/2023	\$25,361	\$0
25-055	Chase Beard	2025	2005 Adrian 14 x 60, ser #GAHAG1756	Moved mobile home 4/26/2023	\$32,760	\$0
25-056	Jennie Masseth	2024	Lot 11, Block 11, Meadow Valley 3rd	100% Homestead Credit	\$297,800	\$97,800
25-057	John & Yvonne Doone	2023	W 75' of Lots 17-20, Block 18, Fisher	100% Homestead Credit	\$304,800	\$104,800
25-058	John & Yvonne Doone	2024	W 75' of Lots 17-20, Block 18, Fisher	100% Homestead Credit	\$302,800	\$102,800

25-059	James Frey	2024	Lot 34, Block 22, Homan Acres	50% Homestead Credit	\$281,700	\$181,700
25-060	Gary Hayes	2024	Lot 8, Block 5, Prairie Hills	50% Homestead Credit	\$261,400	\$161,400
25-061	Pam Christianson	2024	Lot 5, Block 6, North Hills 1st	100% Homestead Credit	\$236,400	\$36,400
	Brian & Geraldine					
25-062	Mehlhoff	2024	Lot 10, Block 3, Sattler's Sunrise 2nd	100% Homestead Credit	\$282,300	\$82,300
25-065	Delbert Unruh	2025	1972 Champion 14 x 56, ser #0329958038	100% Homestead Credit	\$6,309	\$0
25-067	Judy Bradley	2025	2012 Redman 32 x 68, ser #A000579AB	50% Homestead Credit	\$131,539	\$65,770
25-068	Earl & Irene Wentz	2024	Lots 29-30, Block 23, Fisher	50% Homestead Credit	\$184,200	\$92,100
25-069	Larry & Neva Lang	2024	Lot 15, Block 27, Stein's 4th	50% Homestead Credit	\$320,200	\$220,200
	Henry & Doretta		Unit 102 Brandon Heights Condos, Aud Lot			
25-070	Rasmusson	2023	C of part of Lot 3, Block 1, Brandon Heights	100% Homestead Credit	\$185,900	\$0
25-071	Lillian Seifert	2024	Lot 17, Block 5, French's 1st	100% Homestead Credit	\$273,500	\$73,500
25-072	Rose Hindricksen	2023	Lot 8, Block 19, Wachter's 3rd	100% Homestead Credit	\$52,300	\$0
25-073	Rose Hindricksen	2024	Lot 8, Block 19, Wachter's 3rd	100% Homestead Credit	\$58,300	\$0
25-074	Kelvin & Carla Usselman	2024	Lot 3, Block 2, Prairiewood Estates	50% Homestead Credit	\$333,800	\$233,800
25-075	Kathleen Nelson	2024	2003 Friendship 80 x 16	100% Homestead Credit	\$49,920	\$0



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: February 3, 2025
TO: Mark Splonskowski
County Auditor
FROM: Marcus J. Hall
County Engineer
RE: Utility Permit

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

ACTION REQUESTED:
Approve the attached Utility permit.

BACKGROUND:
On March 20, 2023 the County Board approved the current version of our Utility Permit. Since then we have determined that the Permit needs some revisions in order to meet current construction practices. The Highway Department has worked with our Portfolio holder and the Chair of the County Board to make needed changes. We are now requesting the approval of a new permit and fee schedule.

RECOMMENDATION:
It is recommended the Board adopt the attached proposed resolution.

PROPOSED RESOLUTION:
THEREFORE, BE IT RESOLVED: That the County Board approves the use of the attached permit and fee schedule when dealing with the installation or maintenance of utilities within County Right-of-Way.

PERMIT FOR INSTALLATION OR MAINTENANCE OF UTILITIES WITHIN COUNTY RIGHT-OF-WAY

(Last Revised 1/2025)

Company Name: _____

Address: _____

Brief Project Description: _____

(Please attach map and other detailed plans to provide a complete description of project)

The Applicant is hereby granted permission to install and maintain the described facilities within public road right-of-way, as shown on the plans and indicated on the attached map. The Applicant is responsible for obtaining any additional required permits and property easements.

INSTALLATION AND MAINTENANCE: Installation and maintenance of said facilities on highway right-of-way shall conform to the following provisions:

- (1) Upon construction, maintenance, relocation or removal of said facilities, any right-of-way scars shall be removed and the disturbed areas restored to original condition, including the re-seeding thereof where necessary. Trenches dug within highway right-of-way shall be backfilled and compacted to a density equal to that of the adjacent undisturbed soil.

TERMS AND CONDITIONS: Installation and maintenance of said facilities on highway right-of-way shall be subject to the following terms and conditions.

- (A) Installation, maintenance, relocation and removal of said facilities on highway right-of-way shall be done in a manner satisfactory to, and subject to supervision by, the County Engineer for the County Highway Department.
- (B) The government sub-division shall not be liable for damage to said facilities resulting from reconstruction or maintenance of the highway. Applicant shall hold the governmental sub-division harmless for injury to persons or damage to property resulting from the location of said facilities on highway right-of-way.
- (C) Applicant shall repair or replace highway structures and any existing facilities located on, over or under highway right-of-way which may be damaged as a result of the installation and maintenance of said facilities on highway right-of-way.

- (D) Applicant shall promptly, remove said facilities from highway right-of-way or shall relocate or adjust said facilities, at its sole cost and expense when requested to do so by the roadway administrator.
- (E) All materials and procedures shall be in accordance with the current NDDOT Standard Specifications for Road & Bridge Construction, and all supplemental material.
- (F) Push, bore or jack all road crossing.
- (G) Parallel occupancy on public road right-of-ways shall have a "prohibition corridor" of thirty (30) feet on either side from the center line of the road; no new parallel cables/lines/pipes may be placed in this corridor.
- (H) Crossing (non-pressurized and/or non-hazardous material) of public road right-of-way shall be at least three (3) feet under the ditch elevation.
- (I) All pressurized and/or hazardous material pipelines that cross public roadways shall be placed within casings and placed a minimum of 8 feet below ditch bottom to top of pipe (or 10 feet below roadway to top of pipe – whichever is greater). Casing may be forgone if the pressurized pipeline is placed a minimum of 10 feet below ditch bottom to top of pipe (or 12 feet below roadway to top of pipe – whichever is greater). Minimum depth requirements shall extend to 75 feet each side of the roadway centerline.
- (J) All pressurized and/or hazardous material pipelines that cross unimproved section lines shall be placed a minimum of 10 feet below the lowest point of the natural ground line to top of pipe. Minimum depth requirements shall extend to 75 feet each side of the roadway centerline. Open trenching shall be compacted to 97%, with an optimum moisture of +/- 3% for ASTM-698. Compaction tests shall be taken for every 100 horizontal feet and every 3 vertical feet.

Name of Applicant: _____ Signature: _____
(Please Print)

E-mail address: _____

Telephone: _____ Date: _____

Approved by the County Engineer:

Burleigh County Engineer (Signature)

Date

UTILITY PERMIT FEE SCHEDULE
EFFECTIVE: January 24, 2025

<u>TYPE OF FACILITY</u>	<u>CROSSING</u>	<u>LONGITUDINAL</u>
OVERHEAD	\$ 100	\$ 100/MILE
BURIED CABLE	\$ 50	\$ 100/MILE
PIPELINES:		
8 INCH AND SMALLER	\$ 100 BORED	\$ 100/MILE \$ 750/MILE PLOWED \$ 1,500/MILE OPEN TRENCH
10 – 16 INCH	\$ 150 BORED	\$ 200/MILE \$ 1,500/MILE OPEN TRENCH
OVER 16 INCH	\$ 1,000/inch of pipe (outside diameter) BORED & TRENCHED	\$ 300/MILE \$ 2,000/MILE OPEN TRENCH
BRIDGE ATTACHMENTS (If approved)	\$ 500	\$ 500
OTHER	\$ 100 MIN	\$ 100 MIN

ALL FEES WITH A UNIT PRICE PER MILE WILL BE ROUNDED UP TO THE NEXT WHOLE MILE.

Internal Use Only		
Permit #: _____	Permit Fee: \$ _____	
Paid: Check \$ _____	Credit Card \$ _____	Cash \$ _____
Check # _____		

ITEM

8



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: February 3, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Authorization to advertise for bids.

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

ACTION REQUESTED:

Authorize the proper County officials to advertise for bids to Construct the RCB Culverts to replace Bridge #08-126-40.0

BACKGROUND:

At the December 16th County Board Meeting, the Board directed the Highway Department to move forward with the replacement of Bridge 08-126-40.0 (located on 236th Street SE, 4.2 miles south of County Highway 10). The Highway Department is seeking authority to move forward with the bidding of the replacement RCB Culverts.

RECOMMENDATION:

It is recommended that the County Board adopt the attached 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 construction of Bridge #08-126-40.0 replacement project.



BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43RD AVENUE NE
BISMARCK, ND 58503
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Request for County Board Action

DATE: February 3, 2025

TO: Mark Splonskowski
County Auditor

FROM: Marcus J. Hall
County Engineer

RE: Award of Bids

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

ACTION REQUESTED:

Authorize the proper County officials to enter into a contract for the RCB Culverts to replace Bridge #08-126-40.0.

BACKGROUND:

On January 6, 2025, the County Board authorized the County Auditor and the County Engineer to advertise for bids for the RCB Culverts to replace Bridge #08-126-40.0. Bids were opened on January 28, 2025 and the following bids were received:

Rinker Materials	\$264,192.00
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Engineers Estimate:	\$319,200.00
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RECOMMENDATION:

It is recommended the Board adopt the attached proposed resolution.

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED: That the County Board hereby accepts the RCB Culverts to replace Bridge #08-126-40.0 low bid from Rinker Materials for \$264,192.00 and authorize the proper County officials to enter into contracts with said bidder.

ITEM

9

Preliminary Resolution on Redesignating Elective Office of
Burleigh County Auditor / Treasurer to Appointive Office

Whereas the elective offices of Burleigh County Auditor and Burleigh County Treasurer have been combined into one elective office May 5, 2003;

Whereas the County Auditor / Treasurer's primary duties are chief financial officer, elections officer, secretary to the County Commission, keeping track of all property taxes, and to act as the accountant, financial manager, and investor for the county;

Whereas pursuant to N.D.C.C. § 11-10-04, the qualification for an elected County Auditor or County Treasurer is the candidate must be a qualified elector in the county, which is at least eighteen years old and a resident of the county;

Whereas the Board of County Commissioners believes that more qualifications are necessary for an individual to hold the position of Auditor / Treasurer;

Whereas the Home Rule Charter for Burleigh County as passed on June 11, 2024, Article III sec. 3 allows the Board of County Commissioners to follow state law converting the elected office of county auditor / treasurer into an appointed office and pursuant to N.D.C.C. § 11-10.2-01(1)(c), the county may redesignate an elective county office as an appointive office; now, therefore, be it

Resolved, that effective April 1, 2027 and in accordance with the details of the following plan, the office of Burleigh County Auditor / Treasurer be redesignated as an appointive office;

Resolved, that a copy of this preliminary resolution and accompanying plan shall be filed in the Office of the County Auditor / Treasurer and shall be published once each week for two consecutive weeks , with public hearings scheduled thereafter.

Dated this _____ day of _____, 2025.

Brian Bitner, Chair
Burleigh County Commission

Attest: _____
Mark Splonskowski
Burleigh County Auditor / Treasurer

Plan for Redesignating Elective Office of
Burleigh County Auditor / Treasurer to Appointive Office

1. Office of Burleigh County Auditor / Treasurer is redesignated as an appointive office effective April 1, 2027, when the current term for Auditor Treasurer expires.
2. Director of Human Resources shall develop a job description to include all statutory job duties of county auditor and county treasurer along with job qualifications, including experience in finance or accounting, and appropriate pay grade for approval by the Burleigh County Commission no later than sixty (60) days after any final resolution adopting the plan.
3. The recruitment and retention for the office of Burleigh County Auditor / Treasurer shall be governed by the Burleigh County Personnel Policy Manual and Handbook.

Survey of Counties with elected vs. appointed Auditor / Treasurer

Appointed	Elected
Cass (Combined)	Adams (Combined)
Grand Forks (Combined)	Barnes
LaMoure (Combined)	Benson (Combined)
Nelson (Combined)	Billings (Combined)
Pierce (Combined)	Bottineau
Richland	Bowman
Stutsman	Burke
Towner (Combined)	Burleigh (Combined)
Walsh (Combined)	Cavalier
Ward (Combined)	Dickey
Wells	Divide (Combined)
	Dunn (Combined)
	Eddy
	Emmons (Combined)
	Foster (Combined)
	Golden Valley
	Grant (Combined)
	Griggs
	Hettinger (Combined)
	Kidder
	Logan
	McHenry (Combined)
	McIntosh
	McKenzie (Combined)
	McLean (Combined)
	Mercer
	Morton
	Mountrail
	Oliver
	Pembina (Combined)
	Ramsey
	Ransom
	Renville (Combined)
	Rolette
	Sargent
	Sheridan
	Sioux
	Slope
	Stark (Combined)
	Steele
	Traill
	Williams

Cass County (2018) – <https://www.casscountynd.gov/our-county/finance-office>

“The Cass County Finance Director is an appointed position. The County Finance Director is responsible for all duties assigned to the county auditor and county treasurer by North Dakota Statute.”

Last time auditor or treasurer were reported in election results was 2014. Public hearings were held by the Cass County Board of Commissioners to redesignate the office to appointed in 2017. <https://www.grandforksherald.com/news/no-opposition-heard-for-proposal-to-appoint-cass-auditor-treasurer-recorder>

Grand Forks County – <https://www.ndaco.org/cod/browse-by-county/#/county/Grand%20Forks>
title reported to NDACO is “Finance & Tax Director”

Current auditor appointed in 2003. <https://www.youtube.com/watch?v=dCoJspMvTX8>

LaMoure County (2017) – <https://lamourecountynd.com/auditor>

“The purpose of the LaMoure County Auditor is the Chief Financial Officer”

“[The current Auditor] was serving as Deputy Auditor and was appointed Auditor of LaMoure County on May 2, 2017.”

Nelson County (2022)

Last time auditor or treasurer were reported in election results was 2018.

Pierce County

Last time auditor or treasurer were reported in election results was prior to 2010.

Richland County

Last time auditor or treasurer were reported in election results was prior to 2010.

Stutsman County

Last time auditor or treasurer were reported in election results was prior to 2010.

Towner County (2014)

Last time auditor or treasurer were reported in election results was 2010.

Walsh County (2022)

Last time auditor or treasurer were reported in election results was 2018.

Ward County (2002) – <https://www.co.ward.nd.us/123/Auditor-Treasurers-Office>

“The Ward County Auditor's Office consolidated with the County Treasurer's Office in 1996, under authority of the "Tool Chest" legislation contained in the North Dakota Century Code.”

“The Ward County Auditor / Treasurer position had been elected for a number of years, but became an appointed position effective the first Monday in April, 2002.”

Wells County (2022)

Last time auditor or treasurer were reported in election results was 2020.

ITEM

11

Date:1/29/2025

To: Sub-recipients of the FY 25 VOCA Grant

From: Charlie Hedden, Grants and Contracts Manager

Subject: Important Update on VOCA Funding and Continuity of Services

Dear Sub-recipients,

I hope this message finds you well during what I understand is a challenging time for your agency. We recognize the uncertainty and frustration that has arisen due to recent developments, particularly the Trump administration's announcement regarding the pause of federal funding for grants. Please know that we share your concerns and remain focused on ensuring continuity of services for victims of crime. I have been working closely with the OVC team and prioritizing communications from the Department of Justice.

In the coming weeks, we anticipate further clarity regarding federal funding. However, I want to reassure you that the state funds you have been awarded can still be accessed. You may request reimbursement for these funds through the COSMOS system. Each of you will receive an individual COSMOS communication detailing the remaining amount of state funds available for your requests.

Rest assured, all requests for reimbursement will be approved as long as you have state-awarded funds remaining. Once those funds have been expended, we will need to place any further requests on hold until we receive additional guidance from the Department of Justice. Once we receive updated guidance, we will either process your pending request (above the state awarded amount) or provide you with the latest update.

We appreciate your patience and dedication to serving victims during these uncertain times. Please feel free to reach out if you have any questions or need assistance navigating this process.

With warm regards,

Charlie Hedden
Grants and Contracts Manager
ND Department of Corrections and Rehabilitation
701-328-6872
chedden@nd.gov





ITEM

12

NOTICE OF PUBLIC HEARING ON ASSESSMENT LIST

Notice is hereby given that the special assessment list of the lots and tracts assessed and the amount each lot or tract of land is benefited by, and the amount assessed against each lot or tract for the cost of construction of the following special assessment districts:

Falconer Estates Subdivision SAD # 76

Paving of the following roads: Sully Drive from Oahe Bend Drive to Apple Creek Drive. Paving will include 4 inches of hot bituminous and a chip seal treatment:

Of the County of Burleigh, North Dakota, and which is to be paid by special assessments, has been confirmed by the Special Assessment Commission of the said County of Burleigh and I certify that it is true and correct and filed in the office of the County Auditor/Treasurer of the said county and is now open for public inspection.

And notice is further given that at the regular meeting of the Board of County Commissioners to be held at 5:00 pm on the 19th day of February 2025, any person who appealed from the action of such Special Assessment Commission prior to such time, may appear before the Board of County Commissioners and present why the action of the Special Assessment Commission should not be confirmed and that the Board of County Commissioners will then hear and determine all such appeals, if any, and take final action thereon and upon the whole assessment list. Written statements will be considered if received by County Auditor/Treasurer prior to the hearing date.

By order of the Burleigh County Commission this 3RD day of February 2025.

Mark Splonskowski
Burleigh County Auditor/Treasurer
Run 2/12 & 2/17/2025