

**BURLEIGH COUNTY COMMISSION  
MEETING MINUTES  
January 4, 2023**

**5:00 P.M.**

The Burleigh County Commission convened a regular meeting with all members present.

County Auditor/Treasurer Vetter called the meeting to order and immediately called for nominations for the Chairman for the year 2023. Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Woodcox to nominate Comm. Matthews for the Chairmanship. All members present voted "AYE"; motion carried.

Motion by Comm. Schwab, 2<sup>nd</sup> by Comm. Woodcox to nominate Comm. Bitner for the Vice-Chairman. All members present voted "AYE"; motion carried.

Chair Matthews asked for discussion on any changes to the portfolios and Commissioner Munson state that the Government Coordination & Community Involvement: Intergovernmental Committee was listed under him but should be listed under Chair Matthews which she agreed to the clarification.

Roll call of the members; Commissioners, Woodcox, Munson, Schwab, Bitner, and Chairperson Matthews present.

Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Woodcox to approve the December 19, 2022, meeting minutes, with the correction changing the portfolio holder of the County Parks/Missouri Valley Complex from Comm. Schwab to Comm. Munson, and 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:

Motion by Comm. Bitner, 2<sup>nd</sup> by Comm. Munson to approve the Schwehr/Schumaier, Delta Waterfowl Foundation, Tschider, Zaun, Wesson, Moench, Ambrose, Kittleson, Grounds/Stewart, Westgard, Opp, Ozbun, Giese, Munsch, Schmidt, Wetzstein and Wald abatements; 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); the designation of the public depositories; along with the remainder of the Consent Agenda. All members present voted "AYE"; motion carried.

Motion by Comm. Bitner, 2<sup>nd</sup> by Comm. Woodcox to appoint Curtis Jundt to the Bismarck Planning Commission – one (1) five (5) year term. All members present voted "AYE"; motion carried.

County Planning Director Flanagan began the discussion of a Draft Ordinance for the Regulation of Land Use when Transporting Hazardous Liquid through a Hazardous Liquid Pipeline with the commission. Commissioner Bitner asked State's Attorney Lawyer if the County could implement a moratorium until the ordinance is complete. Lawyer indicated that she would have to do some research. After discussion Commissioner Bitner recommended to have a public hearing once the draft ordinance is ready.

County Emergency Management Director Senger presented the 2023 Memorandum of Understanding with Rough Rider Snowmobile Association and recommended approval. Motion by Comm. Bitner, 2<sup>nd</sup> by Comm. Munson to approve the 2023 Memorandum of Understanding with Rough Rider Snowmobile Association. All members present voted "AYE"; motion carried.

County Emergency Management Director Senger presented the 2023 Joint Powers Agreement with Emmons County and recommended approval. Motion by Comm. Bitner, 2<sup>nd</sup> by Comm. Schwab to approve the 2023 Joint Powers Agreement with Emmons County. All members present voted "AYE"; motion carried.

County Engineer Hall presented a request for approval to advertise for bids for the following items: Painted Pavement Markings, Furnishing Concrete and Metal Culverts, Crushing of Gravel, Township Gravel Hauling, Dust Control, and Chip Seal projects, which is bid every year. Hall recommended approval of the proposed resolution: Therefore, be it resolved: That the County Auditor and the County Engineer are hereby authorized to advertise for bids for: Painted Pavement Markings, Furnishing Concrete and Metal Culverts, Crushing of Gravel, Township Gravel Hauling, Dust Control, and Chip Seal projects.

Motion by Comm. Schwab, 2<sup>nd</sup> by Comm. Bitner to approve the proposed resolution: Therefore, be it resolved: That the County Auditor and the County Engineer are hereby authorized to advertise for bids for: Painted Pavement Markings, Furnishing Concrete and Metal Culverts, Crushing of Gravel, Township Gravel Hauling, Dust Control, and Chip Seal projects. All members present voted "AYE"; motion carried.

Motion by Comm. Bitner, 2<sup>nd</sup> by Comm. Woodcox to start Deputy Finance Directors pay grade at a Grade 12 step 6 and on to a step 7 assuming he meets the probationary period. All members present voted "AYE"; motion carried.

Meeting adjourned.

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Leo Vetter, Auditor/Treasurer

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Becky Matthews, Chairperson