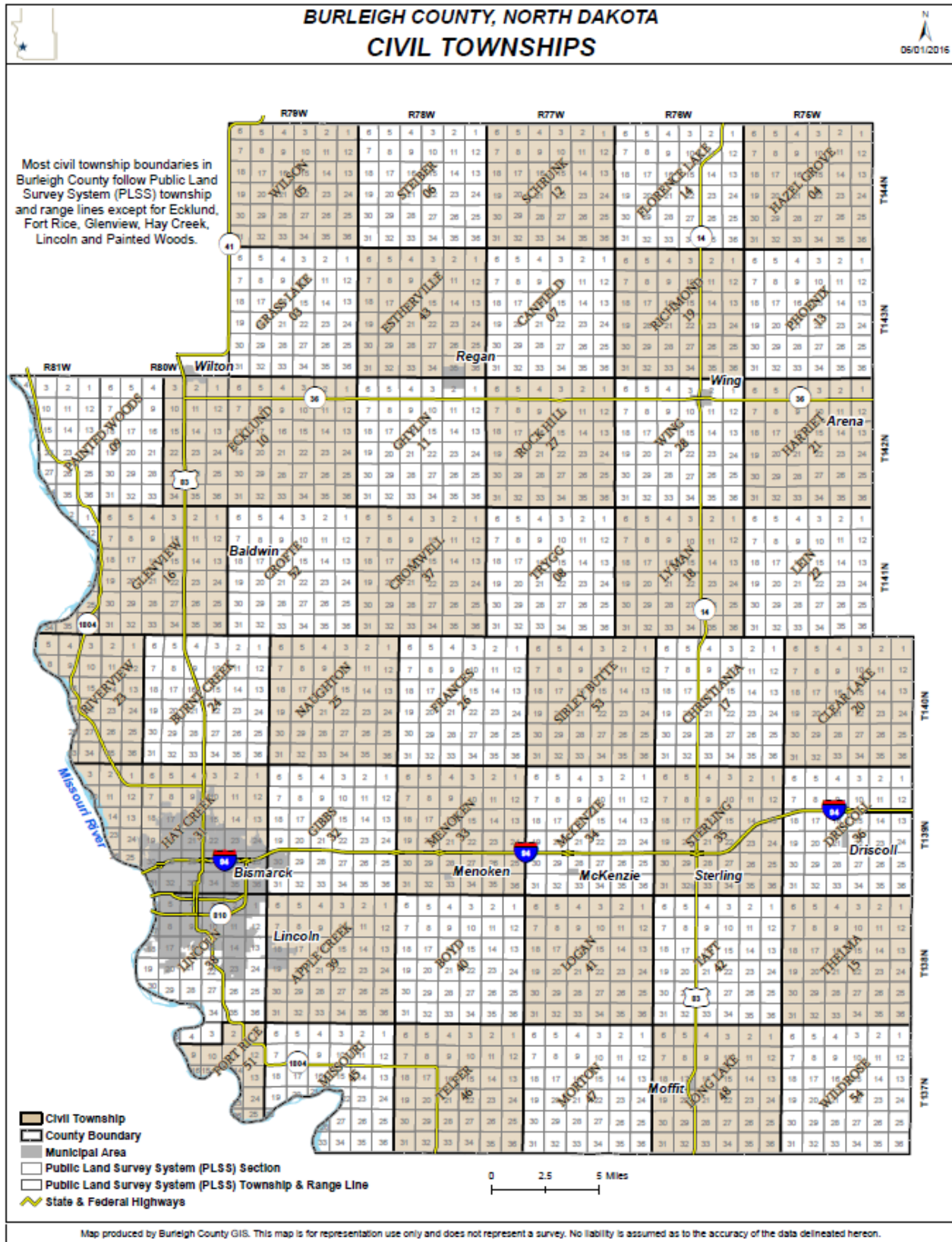


# Burleigh County Township Officers Association Handbook 2024



Updated: January 2023, Gerald Miller, Gibbs Twp Spvr, BCTOA Dist VII BoD, NDOA Dist 5 BoD, [geraldmiller2013@yahoo.com](mailto:geraldmiller2013@yahoo.com)

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<b>Web Links</b>	
Townships (Officers and Contacts)	<a href="https://www.burleighco.com/townships/">https://www.burleighco.com/townships/</a>
Burleigh County - PO Box 5518, Bismarck ND 58506	<a href="https://www.burleighco.com/default.asp">https://www.burleighco.com/default.asp</a>
Departments, Burleigh Co	<a href="https://www.burleighco.com/departments/">https://www.burleighco.com/departments/</a>
Burleigh County Commissioners	<a href="https://www.burleighco.com/commission/">https://www.burleighco.com/commission/</a>
Boards and Committees	<a href="https://www.burleighco.com/board/">https://www.burleighco.com/board/</a>
Auxiliary Board - Application	<a href="https://www.burleighco.com/uploads/resources/158/application-form-(blank).pdf">https://www.burleighco.com/uploads/resources/158/application-form-(blank).pdf</a>
Board of Health	<a href="https://www.burleighco.com/board/health/">https://www.burleighco.com/board/health/</a>
Home Rule Charter	<a href="https://www.burleighco.com/board/homerule/">https://www.burleighco.com/board/homerule/</a>
Housing Authority	<a href="https://www.burleighco.com/board/housing/">https://www.burleighco.com/board/housing/</a>
Park	<a href="https://www.burleighco.com/board/park/">https://www.burleighco.com/board/park/</a>
Planning & Zoning Commission	<a href="https://www.burleighco.com/board/planning/">https://www.burleighco.com/board/planning/</a>
School District Reorganization	<a href="https://www.burleighco.com/board/school/">https://www.burleighco.com/board/school/</a>
Human Service Zone Board	<a href="https://www.burleighco.com/board/socialservice/">https://www.burleighco.com/board/socialservice/</a>
Special Assessment Commission	<a href="https://www.burleighco.com/board/special/">https://www.burleighco.com/board/special/</a>
Water Resource	<a href="https://www.burleighco.com/board/water/">https://www.burleighco.com/board/water/</a>
Weed Board	<a href="https://www.burleighco.com/board/weed/">https://www.burleighco.com/board/weed/</a>
ND Legislators Branch	<a href="https://www.legis.nd.gov/">https://www.legis.nd.gov/</a>
ND Local Technical Assistance Program, NDLTAP	<a href="https://www.ndltap.org/">https://www.ndltap.org/</a>
ND Association of Counties, NDACo	<a href="https://www.ndaco.org/">https://www.ndaco.org/</a>
ND State Electrical Board	<a href="https://www.ndseb.com/">https://www.ndseb.com/</a>
ND State Plumbing Board	<a href="https://ndplumbingboard.com/">https://ndplumbingboard.com/</a>
ND State Tax Commission	<a href="https://www.nd.gov/tax/">https://www.nd.gov/tax/</a>
Burleigh 4-H Council	<a href="https://www.ag.ndsu.edu/burleighcountyextension/4-h">https://www.ag.ndsu.edu/burleighcountyextension/4-h</a>
ND Township Officers Association, NDTOA	<a href="http://NorthDakotaTownshipOfficersAssociation,NDTOA,ndtoa.com">North Dakota Township Officers Association, NDTOA, ndtoa.com</a>
ND Vital Records	<a href="https://www.health.nd.gov/vital">https://www.health.nd.gov/vital</a>
ND Dept of Motor Vehicle	<a href="https://www.dot.nd.gov/divisions/mv/vehicle.htm">https://www.dot.nd.gov/divisions/mv/vehicle.htm</a>
ND Dept of Transportation	<a href="https://www.dot.nd.gov/">https://www.dot.nd.gov/</a>
811 – ND One Call	<a href="https://www.ndonecall.com/">https://www.ndonecall.com/</a>
211 – FirstLink	<a href="https://myfirstlink.org/">https://myfirstlink.org/</a> FirstLink is a free, confidential service available to anyone 24/7/365 for listening and support, referrals to resources/help and crisis intervention

Burleigh County Auditor Point of Contact for posting the booklet to the County Web Site is:  
Erin Buchwitz, Auditors Office, 701 222-6697, [ebuchwitz@nd.gov](mailto:ebuchwitz@nd.gov)

**Burleigh County Township Officers Association**

Townships are local democratic governments established by law. Townships serve the public by overseeing roads, providing tax assessments, land use planning (zoning), and representation for township citizen's issues and concerns.

Burleigh County has 47 townships with 39 townships being formally organized and electing a Board Township Board of Supervisors.

The Townships of Phoenix, Lyman, Burnt Creek, Canfield, Florence Lake, Fort Rice, Lincoln, and Riverview are unorganized and governed by the Burleigh County Commission

Township Road Maintenance is done under contract agreement with the Burleigh County Highway Department. Each township has a separate contract, and each township selects the level of service and roads that they wish to include on their maintenance/gravel system. An example copy of the Burleigh County Highway Department Township Annual Road Maintenance Agreement is included with this handbook

**ORGANIZED TOWNSHIPS**

Apple Creek	Boyd	Christiana	Clear Lake	Crofte	Cromwell	Driscoll	Ecklund	Estherville	Frances
Ghylin	Gibbs	Glenview	Grass Lake	Harriet / Lein	Hay Creek	Hazel Grove	Logan	Long Lake	McKenzie
Menoken	Missouri	Morton	Naughton	Painted Woods	Richmond	Rock Hill	Schrunk	Sibley Butte	Steiber
Sterling	Taft	Telfer	Thelma	Trygg	Wild Rose	Wilson	Wing		

**Burleigh County Township Officers Association (BCTOA) General Association Information**

- BCTOA is governed by a Board of Directors (BoD) from the eight Districts within Burleigh County.
- See Annual Meeting Minutes for current BoD
- Directors are part of the Association and must be officers within their organized townships.
- Directors are District Representatives.
- Directors from Districts I, III, V, VII (1, 3, 5, 7) are voted for in odd numbered years.
- Directors from Districts II, IV, VI, VIII (2, 4, 6, 8) are voted on in even numbered years.
- Directors Terms are two years.
- The BoD will vote on a president and vice president for the association on odd numbered years. Terms are two years.
- The annual meeting of the Association shall be held the **FIRST WEDNESDAY after the SECOND TUESDAY in March;**
  - At anytime the BoDs need to meet, this meeting can be call anytime at the discretion of the board president. Compensation under By Laws Section 9 to include milage at IRS Rate
  - BCTOA Annual Dues per township is \$200.00, since our county has an association, our NDTOA Annual Dues per township is only \$125.00 for a total of \$325.00 annually per township.

**BURLEIGH COUNTY TOWNSHIP OFFICERS ASSOCIATION**

**CONSTITUTION:**

**ARTICLE I-NAME**

**SECTION 1.** The name of this organization shall be the Burleigh County Township Officers Association.

**ATRICLE II-OBJECTIVES AND PURPOSES**

**SECTION 1.** To acquaint the officers of the various townships of Burleigh County, North Dakota, with their powers, duties and rights.

- SECTION 2.** To provide the information to the officers in the various townships in Burleigh County, North Dakota, relating to any matters of importance to townships.
- SECTION 3.** To provide a means whereby the interests of townships can be presented before the various governmental boards and agencies, such as the Board of County Commissioners, the State Legislature, the U.S. Department of Agriculture, and other state, county and federal agencies and departments.
- SECTION 4.** To co-ordinate and provide a means for joint action between township covering matters, which involve two or more townships.
- SECTION 5.** To promote the best interests of the townships and the persons residing within townships.
- SECTION 6.** To promote multi-county programs, when single county programs prove inadequate.

**ARTICLE III-MEMBERSHIP**

- SECTION 1.** The Membership of the Association shall consist of township officers of Burleigh County, North Dakota, namely the Elected Officers, (Supervisor, Clerk and Treasurer) of each township within the County. Each elected officer will have one vote.
- SECTION 2.** The ex-officio members of this Association shall consist of Board of County Commissioners, the Superintendent of Burleigh County Highways, the County Auditor, the States Attorney, the County Extension Agent and the County Assessor.

**ARTICLE IV-OFFICERS AND DIRECTORS**

- SECTION 1.** The administrative affairs of this Association shall, except as may be otherwise provided by the by-laws, be under the supervision of the executive committee, which consist of eight directors, 1 elected from each of eight districts in Burleigh County. This organization, by its by-laws, may provide for such other standing committees as the business of the organization may require.
- SECTION 2.** Directors shall be elected at the annual meeting for a term of 2 (two) years with directors in Districts 1,3,5 & 7 elected in odd numbered years and Districts 2,4,6 & 8 in even numbered years.
- SECTION 3.** A Director is limited to 3- two-year terms. However, if there is no one else interested in the position, they may precede themselves indefinitely.
- SECTION 4.** Directors will select a 3-man nominations committee for each district. Nominations may be made from the floor.
- SECTION 5.** In case of vacancy, directors shall have power of appointment until next regular meeting, at which time a new directors will be elected to fill the unexpired term.
- SECTION 6.** Officers shall consist of President, Vice-President and Treasurer elected from within the Board of Directors. Secretary does not have to be a member of the board and can be appointed by the Directors.
- SECTION 7.** The Board of Directors shall reorganize each year.
- SECTION 8.** This Association shall consist of eight districts comprised of the following townships: (Unorganized Townships {UT})

- District I -** Lincoln (UT), Fort Rice (UT), Missouri, Apple Creek, Boyd & Telfer
- District II -** Logan, Morton, Taft, Long Lake, Thelma & Wild Rose
- District III -** Sibley Butte, Christiana, Clear Lake, McKenzie, Sterling & Driscoll
- District IV -** Rock Hill, Wing, Harriet, Trygg, Lyman (UT) & Lein
- District V -** Schrunck, Florence Lake (UT), Hazel Grove, Canfield (UT), Richmond & Phoenix (UT)
- District VI -** Wilson, Steiber, Grass Lake, Estherville, Ghylin & Ecklund,
- District VII -** Naughton, Frances, Gibbs & Menoken, Croft & Cromwell
- District VIII -** Painted Wood, Glenview, Riverview (UT), Burnt Creek (UT) & Hay Creek

- SECTION 9.** This constitution may be amended by a 2/3 affirmative vote of the members present at the annual meeting.

## **BY-LAWS:**

- SECTION 1.** The management of the business and affairs of this Association shall be governed by the Board of Directors who shall be elected as provided in the constitution.
- SECTION 2.** The annual meeting of the Association shall be held the ***FIRST WEDNESDAY after the SECOND TUESDAY in March.***
- SECTION 3.** The Board of Directors shall have the power to fill any vacancy occurring on said board. Such vacancy filled shall be until the next regular annual meeting at which time a director will be elected to fill the un-expired term.
- SECTION 4.** The annual membership dues shall be fixed and determined by the Board of Directors.
- SECTION 5.** The regular meeting dates may be changed by the Executive Committee.
- SECTION 6.** The president or a majority of the Executive Committee shall have power to call a special meeting.
- SECTION 7.** A quorum shall consist of 20 voting members.
- SECTION 8.** The following committees shall be appointed by the Executive Committee, if needed:
- Finance
  - Membership
  - Publicity
  - Nominating
- SECTION 9** Directors compensation to be the same as Township Officers for special meetings.
- SECTION 10** **ROBERTS RULES of ORDER** shall govern the conduct of all meetings of the Association.

## **AMENDMENTS**

- Article IV** **Article IV Officers and Directors; Section 6** The secretary-treasurer can be appointed to the position and that said office can be held by the same person and need not be a member of the executive board.  
***Policy change voted @ 03-09-2010 Annual Meeting.***

### **TOWNSHIP OFFICERS OATH OF OFFICE**

CHAPTER 58-05 - TOWNSHIP OFFICERS GENERALLY; 58-05-07. Officers to take oath. Each person elected or appointed to the office of supervisor, township clerk, assessor, treasurer, or township overseer of highways, within ten days after the person is notified of the person's election or appointment, shall take and subscribe the oath prescribed in section 4 of article XI of the Constitution of North Dakota. If the oath is administered by the township clerk, no fee may be charged therefor.

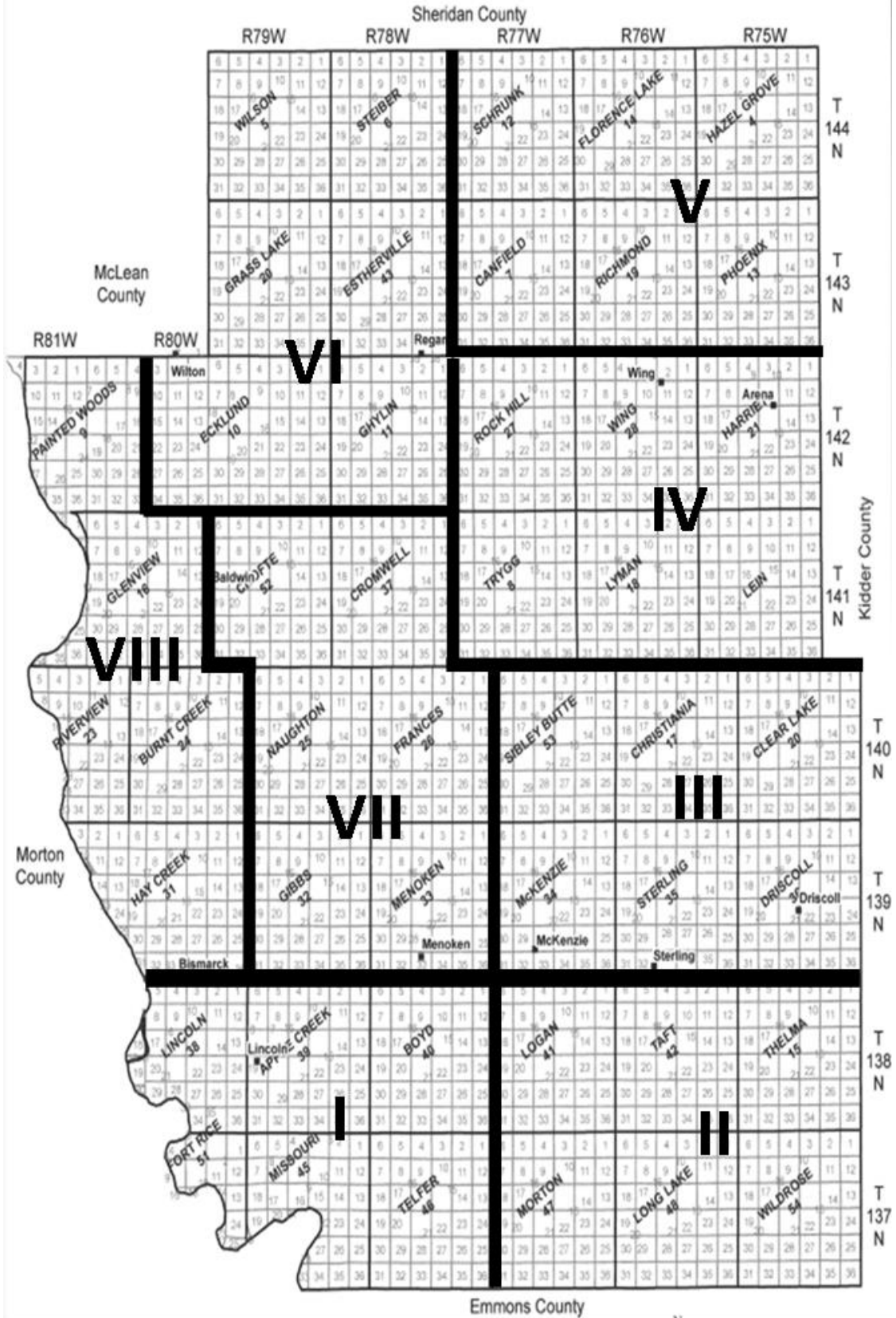
### **ARTICLE XI - GENERAL PROVISIONS**

Section 4. Members of the legislative assembly and the executive and judicial branches, except such inferior officers as may be by law exempted, before they enter on the duties of their respective offices, shall take and subscribe the following oath or affirmation:

"I, state your name, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of North Dakota; and that I will faithfully discharge the duties of the office of \_\_\_\_\_ according to the best of my ability, so help me God"

(if an oath), (under pains and penalties of perjury)

BCTOA Burleigh County District Map (2016)



**Current Burleigh County Township Officer's Association Board of Directors:**

<b>District I</b> - Lincoln (UT), Fort Rice (UT), Missouri, Apple Creek, Boyd & Telfer	Tom Dutton, Pres	<a href="mailto:duttonwelding@bektel.com">duttonwelding@bektel.com</a>
<b>District II</b> - Logan, Morton, Taft, Long Lake, Thelma & Wild Rose	Kip Rath	<a href="mailto:klath@bektel.com">klath@bektel.com</a>
<b>District III</b> - Sibley Butte, Christiana, Clear Lake, McKenzie, Sterling & Driscoll	Barb Knutson	<a href="mailto:gbknutson@bektel.com">gbknutson@bektel.com</a>
<b>District IV</b> - Rock Hill, Wing, Harriet, Trygg, Lyman (UT) & Lein	Justin Deckert	<a href="mailto:dsrcows@bektel.com">dsrcows@bektel.com</a>
<b>District V</b> - Schrunck, Florence Lake, Hazel Grove, Canfield (UT), Richmond & Phoenix (UT)	Steve Weber	<a href="mailto:sweber@bektel.com">sweber@bektel.com</a>
<b>District VI</b> - Wilson, Steiber, Grass Lake, Estherville, Ghylin & Ecklund,	Sandra Peterson	<a href="mailto:sunshine@bektel.com">sunshine@bektel.com</a>
<b>District VII</b> - Naughton, Frances, Gibbs & Menoken, Croft & Cromwell	Gerald Miller	<a href="mailto:geraldmiller2013@yahoo.com">geraldmiller2013@yahoo.com</a>
<b>District VIII</b> - Painted Wood, Glenview, Riverview (UT), Burnt Creek (UT) & Hay Creek	Mary Rennich	<a href="mailto:maryrennich@bis.midco.net">maryrennich@bis.midco.net</a>
<b>Secretary</b>	Cindy Makedonski	<a href="mailto:cjmakedonsk@gmail.com">cjmakedonsk@gmail.com</a>
<b>Treasurer</b>	Cindy Makedonski	<a href="mailto:cjmakedonsk@gmail.com">cjmakedonsk@gmail.com</a>

<b>Excerpts from NDTOA</b>	<a href="http://www.ndtoa.com/index.html">http://www.ndtoa.com/index.html</a>
<b>Workshops</b>	
<p>The North Dakota Township Officers Association (NDTOA) serves 6000 locally elected township officers from 1534 townships from across North Dakota.</p> <p>NDTOA usually hosts a series of spring township officer workshops in February of non-legislative session years. These are the even numbered years. These mid-winter educational and informative meetings will also feature updates to the green township handbook.</p> <p>There is no cost to attend these workshops</p> <p>The NDTOA educational workshops are for all North Dakota Township Officers; County officials are also welcome. The new Edition of the Township Officers Handbook update will be distributed at these workshops; this new edition includes the law changes that came out of the previous Legislative Session. So please bring your handbook along to get the update.</p> <p>These workshops bring the NDTOA crew to association members at locations and times which should allow the members to drive to a session and return home within a day. Each workshop lasts about two hours and they are scheduled during the second and fourth weeks of February.</p> <p>This educational workshop is for all township officers and it qualifies as a paid meeting day for you; the expenses such as travel are legally acceptable expenses for reimbursement from your township general fund.</p>	
<b>Handbook</b>	
<p>You can download a copy from the link above, printed copies with and without the green binders are available from your The Executive Secretary, Treasurer or your District Director, Burleigh County is a part of District 5. Member prices are listed in the front of the handbook.</p> <p>As stated above the handbook reflects the laws from the North Dakota Century Code that are currently in effect from the previous Legislative Session. The following reflect some of the common laws we must follow, and may just answer some of the common questions you may have, disclaimer – you will have to do some additional research, and if need be always consult a lawyer or the Burleigh County States Attorney.</p>	
<p><b>Chapter 57-09</b> - Township Board of Equalization</p> <p><b>Chapter 58-04</b> - Township Meetings and Elections</p> <p><b>Chapter 58-06</b> - Board of Township Supervisors</p> <p><b>Chapter 58-08</b> - Township Treasurer</p> <p><b>Chapter 58-11</b> - Township Board of Auditors</p> <p><b>Chapter 58-13</b> - Pounds and Pound masters</p>	<p><b>Chapter 57-15</b> - Tax Levies and Limitations</p> <p><b>Chapter 58-05</b> - Township Officers Generally</p> <p><b>Chapter 58-07</b> - Township Clerk</p> <p><b>Chapter 58-09</b> – Assessors</p> <p><b>Chapter 58-12</b> - Township Overseer of Highways</p> <p><b>Chapter 58-05.1</b> – Multi-Township Officers</p>



**NDCC Minimally Required Township Meetings and Dates**

Date	Meeting Type, Time and Place
Second Tuesday in March* - Regular Board Meeting	<ul style="list-style-type: none"> <li>- Board of Auditors to meet</li> <li>- Office of Clerk (or usual meeting place)</li> <li>- Time determined by the Board</li> </ul>
Third Tuesday in March, (This date is set by law) NDCC 58-04-01	<ul style="list-style-type: none"> <li>- Annual township meeting</li> <li>- At time and place determined by the Board and so advertised, (at least 10 days before)</li> </ul>
Fourth Tuesday in March *	<ul style="list-style-type: none"> <li>- Regular Board Meeting</li> <li>- Office of Clerk (or usual meeting place)</li> <li>- Time determined by the Board</li> </ul>
Any Date in the month of April NDCC 57-09-01(1)	<ul style="list-style-type: none"> <li>- Township Board of Equalization</li> <li>- Office of Clerk (or usual meeting place)</li> <li>- Time determined by the Board</li> <li>- Time and place must be advertised, (at least 10 days before)</li> </ul>
Second Monday in June	<ul style="list-style-type: none"> <li>- Regular Board Meeting</li> <li>- Board of Auditors to meet</li> <li>- Office of Clerk (or usual meeting place)</li> <li>- Time determined by the Board</li> </ul>
Last Tuesday in October	<ul style="list-style-type: none"> <li>- Regular Board Meeting</li> <li>- Office of Clerk (or usual meeting place)</li> <li>- Time determined by the Board</li> </ul>
As needed (Not NDCC Required)	<ul style="list-style-type: none"> <li>- Special Board meeting</li> <li>- Office of Clerk (or usual meeting place)</li> <li>- In emergency or at the call of the clerk (under NDCC 58-04-02) Minutes must be filed: with the Clerk within two days. (NDCC 58-04-17), and County Auditor.</li> </ul>
As needed (Not NDCC Required)	<ul style="list-style-type: none"> <li>Regular Monthly Board Meeting</li> <li>-Set place and time of month on file with County Auditor</li> </ul>

\* At the discretion of the township supervisors the meetings to be held on the second and fourth Tuesdays in March may be held on the same day as the annual meeting. (Third Tuesday in March.) 58-04-08. Who are voters at township meetings. A person may not vote at any township meeting unless that person is qualified to vote at general elections therein. For elector qualifications see NDCC 16.1-01 (Residency and other rules apply)






Township Meeting Schedules (for those who have regularity Scheduled Meetings)

Township	Meeting Schedule	Meeting Locations	Contact
Apple Creek			
Boyd			
Christiana			
Clear Lake			
Crofte			
Cromwell			
Driscoll			
Ecklund			
Estherville			
Frances			
Ghylin			
Gibbs	By NDCC and As Needed	Burleigh Co Hwy Shop	
Glenview			
Grass Lake			
Harriet / Lein			
Hay Creek			
Hazel Grove			
Logan			
Long Lake			
McKenzie			
Menoken			
Missouri			
Morton			
Naughton			
Painted Woods			
Richmond			
Rock Hill			
Schrunk			
Sibley Butte			
Steiber			
Sterling			
Taft			
Telfer			
Thelma			
Trygg			
Wild Rose			
Wilson			
Wing			

**BOARD OF COMMISSIONERS**

**NOTE:** Email correspondence with a County Commissioner may be considered an open record and may have to be disclosed upon request.

***Check the Burleigh Co Website to see which commissioner has what portfolio or responsibility as they change frequently.***


	<p><u>Commissioner</u>                  Brian Bitner                  221 N 5th St, Bismarck, ND 58501                  701-226-3456 (cell)                  Dec 7, 2020 - Dec 2, 2024</p>
	<p><u>Commissioner</u>                  Wayne Munson                  221 N 5th St                  Bismarck, ND 58501                  701-400-0010                  December 5, 2022 - December 7, 2026</p>
	<p><u>Commissioner</u>                  Steve Schwab                  221 N 5th St                  Bismarck, ND 58501                  701-220-0741                  December 5, 2022 - December 7, 2026</p>
	<p><u>Commissioner</u>                  Jerry Woodcox                  221 N 5th St                  Bismarck, ND 58501                  701-202-0189                  December 5, 2022 - December 7, 2026</p>
	<p><u>Commissioner</u>                  Steve Bakken                  221 N 5th St                  Bismarck, ND 58501                  701-781-0021 (cell)                  September 13, 2023 - Dec 2, 2024</p>

**Meeting Information:** Burleigh County Commission Meetings are held twice a month, usually, on the first and third Monday at 5:00 PM and follow a formal agenda.

The public is invited to attend these meetings held in the Tom Baker Meeting Room of the City\County Office Building, 221 N 5th St, Bismarck ND.

County Commission meetings are televised live and repeated during the week on Government Access, Cable Channel 2 and High Definition Channel 602. Video coverage provided by Dakota Media Access:

[View Live or On-Demand Replay](#)



Stream live radio coverage from KDAK FM 102.5 FM Radio: [Listen Live](#)

**AUXILIARY BOARDS DESCRIPTIONS & APPOINTMENTS**

Appointments to Burleigh County Auxiliary Boards are made by the Burleigh County Commission. Burleigh County Policy states that Auxiliary Board members may serve 12 years or 3 terms whichever is greater. If the only applicant is an incumbent, the Commission can vote to waive the term limitation schedule. County Commission service on a Board/Committee terminates when a commissioner no longer serves in office.

You can see a summary of the various Boards, the length of terms, and a short “job description” for each board by click the link.

[Auxiliary Board - Application](#) (document), *File Size: 78.21 kb* - If you are interested in applying for any of the Burleigh County Auxiliary Boards, please complete this form, print it, sign it and send to Burleigh County Auditor/Treasurer, PO Box 5518, Bismarck, ND 58506.

Burleigh County Board Appointments

- |   |  |
|---|--|
| Bismarck Planning Commission – 5 year term  | County Planning Commission – 4 year term       |
| County Housing Authority – 5 year term      | Lincoln City Planning Commission – 5 year term |
| County Park Board – 3 year term             | School District Reorganization – 3 year term   |
| Special Assessment Commission – 6 year term | Water Management Board – 3 year term           |
| Weed Control Board – 4 year term            |  |

Officials Appointed to Serve at the Pleasure of the Board

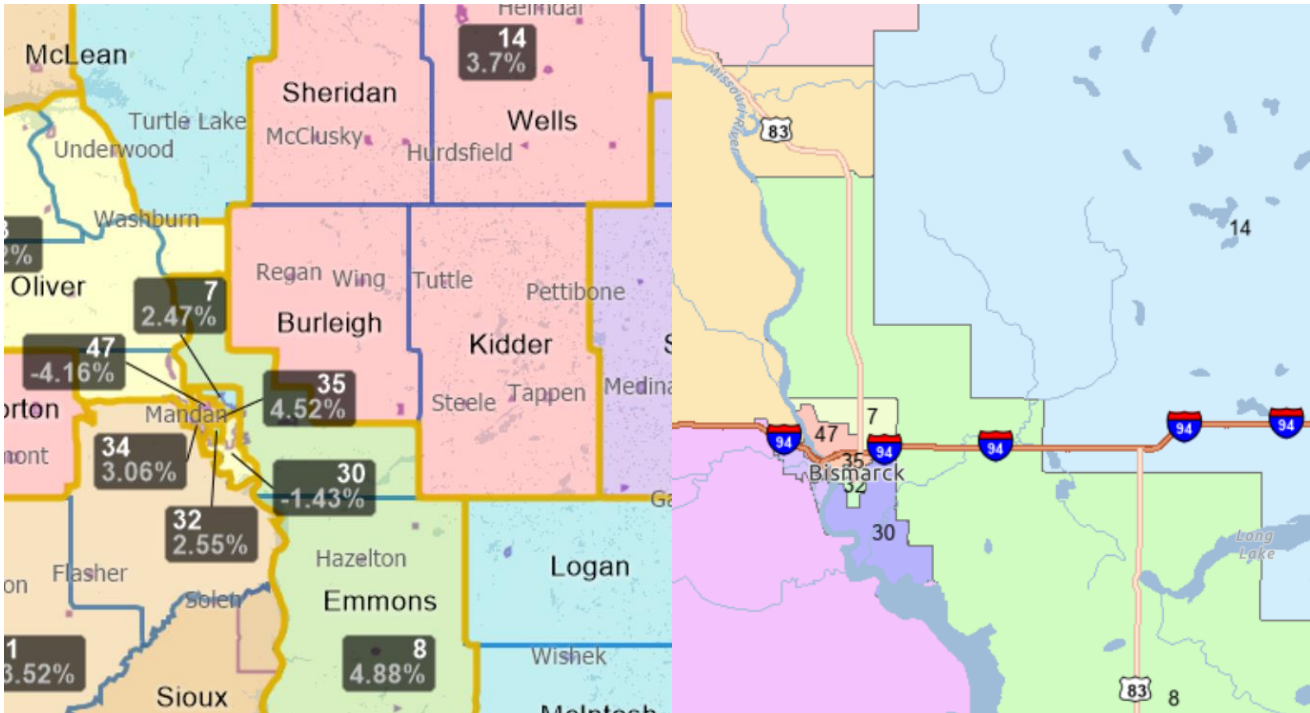
- |   |  |
|---|--|
| County Coroner  | Emergency Manager/Disaster Preparedness Director |
| Engineer  | Jail Administrator                               |
| Safety/Risk Management Director & Human Resource Director | Social Service Director                          |
| Tax Equalization Director/County Assessor                 | Veterans Service Officer                         |
| County Agent  | Building Official/Director                       |

Department Heads				
Department	Name	Address	Phone	Email
Auditor/Treasurer	Mark Splonskowski	221 N 5th St, Bismarck, ND 58501	222-6718	<a href="mailto:msplonskowski@nd.gov">msplonskowski@nd.gov</a>
Building Official-Director	Mitch Flanagan	221 N 5th St, Bismarck, ND 58501	221-3727	<a href="mailto:mflanagan@nd.gov">mflanagan@nd.gov</a>
Buildings and Grounds Manager	Kevin Quinn		222-6670 Ext 218	<a href="mailto:kquinn@burleighsd.com">kquinn@burleighsd.com</a>
Central Dakota Communications Center Director	Mike Dannenfelzer	4200 Coleman St, Bismarck, ND 58503	222-6727	<a href="mailto:mdannenfelzer@bismarcknd.gov">mdannenfelzer@bismarcknd.gov</a>
Emergency Manager/Homeland Security	Mary Senger	4200 Coleman St, Bismarck, ND 58503	222-6727	<a href="mailto:msenger@nd.gov">msenger@nd.gov</a>
Extension Agent	Kelsey Deckert	3715 East Bismarck Expressway, Bismarck, ND 58501	221-6865	<a href="mailto:NDSU.Burleigh.Extension@ndsu.edu">NDSU.Burleigh.Extension@ndsu.edu</a>
Highway Engineer	Marcus Hall	8100 43rd Ave NE, Bismarck, ND 58503	204-7748	<a href="mailto:mahall@nd.gov">mahall@nd.gov</a>
Human Resource Director	Pamela Binder	316 N 5th St, Suite 106, Bismarck, ND 58501	222-6536	<a href="mailto:pibinder@nd.gov">pibinder@nd.gov</a>
Public Health Director	Renae Moch	500 E Front Ave, Bismarck, ND 58504	355-1540	<a href="mailto:bbph@nd.gov">bbph@nd.gov</a>
Recorder	Missy Hanson	221 N 5th St, Bismarck, ND 58501	222-6749	<a href="mailto:dkroshus@nd.gov">dkroshus@nd.gov</a>
Sheriff	Kelly Leben	514 E Thayer Ave, Bismarck, ND 58501	222-6651	<a href="mailto:kleben@burleighsd.com">kleben@burleighsd.com</a>
Social Services (Human Service Zone) Director	Chelsea Flory	415 E Rosser Ave Suite 113, Bismarck, ND 58501-4058	222-6670	<a href="mailto:kosadchuk@nd.gov">kosadchuk@nd.gov</a>
State’s Attorney	Julie Lawyer	514 E Thayer Ave, Bismarck, ND 58501	222-6672	UNK
Superintendent of Schools	Brandt Dick	806 N Washington St, Bismarck, ND 58501	323-4074	<a href="mailto:mheilman@advanc-ed.org">mheilman@advanc-ed.org</a>
Tax Equalization	Al Vietmeier	221 N 5th St, Bismarck, ND 58501	222-6691	<a href="mailto:avietmeier@nd.gov">avietmeier@nd.gov</a>
Veterans Service Officer	Mark Landis	221 N 5th St, Bismarck, ND 58506-5518	222-6698	<a href="mailto:mlandis@nd.gov">mlandis@nd.gov</a>

**STATE LEGISLATORS in Burleigh County**

**STATE LEGISLATORS in Burleigh County**

2023-2032 Legislative Districts



Legislative Assembly Senators and Representatives will be determined in the next election(s).

District	Senator/Representative	District	Senator/Representative
District 7	Senator <a href="#">Michelle Axtman</a> Representative <a href="#">Jason Dockter</a> Representative <a href="#">Matt Heilman</a>	District 8	Senator <a href="#">Jeffery J. Magrum</a> Representative <a href="#">SuAnn Olson</a> Representative <a href="#">Brandon Prichard</a>
District 14	Senator <a href="#">Jerry Klein</a> Representative <a href="#">Jon O. Nelson</a> Representative <a href="#">Robin Weisz</a>	District 30	Senator <a href="#">Diane Larson</a> Representative <a href="#">Glenn Bosch</a> Representative <a href="#">Mike Nathe</a>
District 32	Senator <a href="#">Dick Dever</a> Representative <a href="#">Pat D. Heinert</a> Representative <a href="#">Lisa Meier</a>	District 35	Senator <a href="#">Sean Cleary</a> Representative <a href="#">Karen Karls</a> Representative <a href="#">Bob Martinson</a>
District 47	Senator <a href="#">Michael Dwyer</a> Representative <a href="#">Lawrence R. Klemin</a> Representative <a href="#">Mike Motschenbacher</a>		

### INCORPORATED CITIES

**BISMARCK** - City Hall: 221 N 5th St, PO Box 5503, Bismarck ND 58506 Office: 355-1300 Fax: (701) 222-6470

**LINCOLN** - City Hall: 74 Santee Rd, Lincoln ND 58504 Office: 258-7969 (Fax) 258-1105

**REGAN** - Kelly Bauer 16400 NE 279<sup>th</sup> Ave, Wilton ND 58579

**WILTON** - City Hall: 121 Dakota Ave, PO Box 278, Wilton ND 58579 Office 734-6707, Fax 734-6708

**WING** - City Hall: 211 Main St, PO Box 39, Wing ND 58494 Office 943-2357

Bismarck	<a href="https://www.bismarcknd.gov/">https://www.bismarcknd.gov/</a>
Lincoln	<a href="https://www.cityoflincolnnd.com/">https://www.cityoflincolnnd.com/</a>
Wilton	<a href="https://www.wiltonnd.org/">https://www.wiltonnd.org/</a>
Wing	<a href="https://www.facebook.com/pages/category/Government-Organization/City-of-Wing-North-Dakota-430110794096622/">https://www.facebook.com/pages/category/Government-Organization/City-of-Wing-North-Dakota-430110794096622/</a>

### COUNTY HISTORY

Burleigh County was organized in 1873.

It was named for Dr. Walter Burleigh. Burleigh was a physician, Indian agent, trader and delegate to the 39th & 40th Congress. Dr. Burleigh was born in Waterville, Maine in 1820. Dr. Burleigh was an ardent Republican and strong supporter of Abe Lincoln's campaign for President in 1861.

Through his support of Lincoln and his strong political ties, Burleigh was named Indian Agent of Dakota Territory (Yankton S.D.). His tenure as Indian Agent was noted for graft, corruption, and nepotism.

With his election as a delegate to Congress Burleigh was able to control all Federal patronage to the territory. The railroad brought Dr. Burleigh to this area, as he was awarded the contract to grade the N.P. Railroad from 50 miles east of Bismarck to the River.

Dr. Burleigh used his personal knowledge of where the railroad would cross the river, and established a town - Burleighton. The Railroad disliking this use of inside information and because of the lowland flats approximately a mile and a half to two miles south of present Bismarck flooded each spring, ordered the rail line to be moved to the bluffs where it presently is and through what quickly became Bismarck. The railroad line was completed to Bismarck June 5, 1873.

Burleigh was a transportation hub. Until the railroad reached Montana, Bismarck was a primary port of call for riverboats carrying cargo from St. Louis to Fort Benton, Mont. Bismarck became a center of long lines of stagecoaches and supply wagons in all directions.

With 1638 square miles, Burleigh County ranks 13th in size among the 53 ND counties with a population of 69,416, it is ranked as the 2nd largest in the state (2000 census).

County seal -- note the corn. Burleigh County is the area leader in development of northern corn varieties. The seal can be found in various places: the floor in the entrance of the courthouse, the City/County Building and in the old commission room.



**ND COUNTY MAP**



<b>ND COUNTY SEATS</b>			
Adams - Hettinger	Barnes - Valley City	Benson - Minnewaukan	Billings - Medora
Bottineau - Bottneau	Bowman - Bowman	Burke - Bowbells	Burleigh – Bismarck
Cass - Fargo	Cavalier - Langdon	Dickey - Ellendale	Divide – Crosby
Dunn - Manning	Eddy - New Rockford	Emmons - Linton	Foster - Carrington
Golden Valley - Beach	Grand Forks - Grand Forks	Grant - Carson	Griggs – Cooperstown
Hettinger - Mott	Kidder – Steele	LaMoure - LaMoure	Logan – Napoleon
McHenry - Towner	McIntosh - Ashley	McKenzie - Watford City	McLean - Washburn
Mercer - Stanton	Morton Mandan	Mountrail - Stanley	Nelson – Lakota
Oliver - Center	Pembina – Cavalier	Pierce - Rugby	Ramsey - Devils Lake
Ransom - Lisbon	Renville - Mohall	Richland - Wahpeton	Rolette - Rolla
Sargent - Forman	Sheridan - McClusky	Sioux - Fort Yates	Slope – Amidon
Stark - Dickinson	Steele – Finley	Stutsman - Jamestown	Towner – Cando
Traill - Hillsboro	Walsh - Grafton	Ward - Minot	Wells - Fessenden
Williams - Williston			

## **EXAMPLE 2021 - Burleigh County Highway Department Township Annual Road Maintenance Agreement**

IT IS HEREBY AGREED, by and between Burleigh County, North Dakota, a public corporation, and Gibbs Township, North Dakota, located within Burleigh County, North Dakota, that Burleigh County will maintain Township roadways as identified on the attached map. Roadways not meeting minimum County standards will be serviced only on a separate hourly charge basis.

### **Section 1 - General**

1. The first priority of the Burleigh County Highway Department shall be to build & maintain the County Highway system.
2. Maintenance work (blading, plowing, mowing, and asphalt) completed on Township roads shall be billed under the Annual Maintenance Agreement, as shown in "Appendix A". All other township work will be based on rates set yearly by the Board of County Commission, as shown in "Appendix B". Townships delinquent with payments will have maintenance activity ceased until payment is made. Burleigh County reserves the right to refuse to perform work on any township road due to the type of work requested, the condition of the existing roadway or the County's work schedule. If the Township desires additional work that cannot be performed by the County, the Township may contract said work out without any further discount or financial assistance from Burleigh County.
3. As part of this agreement, Burleigh County will furnish a Township map. The map will indicate roads to be bladed, receiving snow removal, or both treatments along with roads receiving asphalt maintenance. Townships shall return this map to the County with any changes to requested maintenance services by January 1<sup>st</sup>. No private roads will be included.
4. Any maintenance requested on private drives will be done on a "time allows" basis only, and will be charged at private rates, as shown in "Appendix B". No private drives will receive snow removal until all County and Township roads have been opened with at least one round with snow removal equipment. The exception to this will be the case of a life-threatening situation. These requests shall be routed through the Burleigh County Sheriff's Department.
5. Subdivision roads will be plowed and maintained by the County, as outlined in Sections 2, 3 & 4, provided they meet current Burleigh County Zoning Specifications and are approved by Burleigh County Engineer or Burleigh County Road Superintendent.
6. Townships may request graveling for Township roadways from County owned stockpiles as outlined in Section 6.

The County is anticipating using a contractor to gravel township roads in 2021. Your township should take your 2020 gravel cost into consideration when requesting 2021 gravel. The 2020 gravel cost for your township is listed on the enclosed gravel map.

The Township must submit a graveling request map by April 15<sup>th</sup> with the following details:

- a. Street or Avenue name or number
- b. Total number of miles to be graveled
- c. Estimated yards per mile
- d. Total yards requested for the year
- e. Desired pit location

Turning in the graveling request map does not guarantee that the County will get to your request:

- a. If you turn in your map late you will most likely not receive gravel.
- b. Turning in an incomplete map may create a situation in which you don't receive gravel.
- c. If the County experiences unusually wet weather, you may not receive gravel.
- d. The demands of other townships may create a situation in which you don't receive gravel.
- e. The needs of the County at other locations or on other projects may create a situation in which you don't receive gravel.

As always it is the Township's responsibility to maintain its roads. You may at any time hire a contractor to gravel your roads without any further discount or financial assistance from Burleigh County.

7. The County will not participate in installation or maintenance of gravel surfacing that does not meet County specifications which includes unimproved section line roads.



8. The Township gives the County authorization to perform work in Emergency Situations without prior Township approval. Emergency situations include work to be completed to ensure safety for the traveling public such as road closures, culvert washouts, emergency tree trimming, dead deer removal, etc. The County will keep work to a minimum until the Township can be notified. Emergency work will be billed to the Township as shown in "Appendix B".
9. Ditch Mowing will be conducted as outlined in Section 5.
10. Burleigh County will maintain road signs according to Section 7.
11. All culverts will be maintained according to Section 8.
12. Schedule for this agreement is as follows:
  - a. County Engineer will mail the annual maintenance agreement and maintenance map to Townships the first week of November.
  - b. Township will return signed agreement by January 1<sup>st</sup>.
  - c. Township will return maintenance map (if any changes are made to the map) by January 1<sup>st</sup>
  - d. Payment on road maintenance agreement due April 1<sup>st</sup>
  - e. Graveling map due April 15<sup>th</sup>
13. The execution of this agreement does not relieve the Township or Township officials of the responsibility of maintenance of Township roadways. Township officials are responsible for regular inspections, identifying problem areas, deciding a course of action, and either hiring the County or a private contractor to perform the work.

### **Section 2 - Township Road Maintenance — Blading Gravel Roads**

1. Blading of Township roads will be completed under your annual payment shown in 'Appendix A". The cost for blading roads will affect the "Actual Cost of Service" in Appendix A.
2. Your annual payment only applies to public roads that meet minimum specifications with properly drained ditches and gravel surfacing. Roads not meeting specifications will be last priority and will be bladed on a per hour basis based as shown in "Appendix B".
3. Blading frequency will be based on need, amount of traffic, weather conditions, and the availability of operators and equipment. Burleigh County cannot guarantee a "passable" driving condition every day for all roads in the Township.
4. It is the Township's responsibility to maintain a minimum, workable thickness of gravel surfacing.
5. Subdivisions approved by County Engineer or Road Superintendent will be maintained under your annual payment shown in "Appendix A".
6. Townships are to trim and/or remove trees and brush from right-of-way at their own expense. If trees and brush hamper normal blading efforts, the County will after written notice, cease blading until the problem is rectified.
7. If, with reasonable effort, Burleigh County is unable to blade your roads to the Township's satisfaction, the Township may hire others, at their expense. In this event, the County contract charge will not be reduced or otherwise adjusted.

### **Section 3 - Township Road Maintenance — Snow Removal**

1. Snow plowing of Township roads will be completed under your annual payment shown in "Appendix A". The cost for snow plowing roads will affect the "Actual Cost of Service" in Appendix A.
2. Your annual payment only applies to public roads that meet minimum specifications with properly drained ditches and gravel/paved surface. Roads not meeting specifications will be last priority and will be plowed on a per hour basis as shown in "Appendix B".
3. Frequency of plowing will be governed by weather conditions, need and availability of operators and equipment. Burleigh County cannot guarantee a "passable" driving condition every day for all roads in the Township.
4. Paved Township roads will receive paved intersection sanding as needed.
5. Subdivisions approved by the County Engineer or Road Superintendent will be maintained under your annual payment shown in "Appendix A".
6. It is the policy of Burleigh County to participate with Townships in the removal of land formation snow traps by means of re-grading affected area to eliminate or minimize stopping of snow. This service will be provided at a

50-50 cost share between the Township and County. The 50% that the County pays does not affect the "Actual Cost of Service" in Appendix A.

7. If, with reasonable effort, Burleigh County is unable to clear snow to the Township's satisfaction, the Township may hire other, supplemental snow removal equipment at their expense. In this event, the County contract charge will not be reduced or otherwise adjusted.

8. In the event that it becomes necessary to hire bulldozers to push snow back, the Township is to submit a written request to the County. The County will coordinate the equipment but work will be supervised by the Township. The Township will take full responsibility for any and all damage to ditches, fences, culverts, etc. The Township will be billed for 50% of the cost of snow dozing on township roads. The County will pay the other 50% of the cost and that amount will affect the "Cost of Service" for snow plowing in Appendix A.

9. Townships are to trim and remove trees and brush from right-of-way at their own expense. If trees and brush hamper normal snow removal efforts, the County will after written notice, cease snow removal until the problem is rectified.

10. Burleigh County is not responsible for damage to substandard mailbox supports caused by snow flying off of the snowplow. However, if the blade or plow comes in direct contact with the box or support, Burleigh County will repair or if necessary, replace the damaged installation with a crash tested support as soon as weather permits.

#### **Section 4 - Township Road Maintenance — Black Top**

1. Asphalt maintenance will be completed under your annual payment as shown in "Appendix A" on Township roads. Included in asphalt maintenance is crack sealing, asphalt patching and striping on paved Township roads. Material costs such as asphalt mix, oil, tack oil, etc. will be billed to the Township separately. The cost for labor & equipment is not billed to the Township but will affect the "Cost of Service" in Appendix A.

#### **Section 5 - Township Road Maintenance — Ditch Mowing**

1. Township road ditch mowing will be completed under your annual payment as shown in "Appendix A". The cost for mowing will affect the "Actual Cost of Service" in Appendix A

2. County will make (1) one round on Township roads. Depending on rainfall, weather, etc. a second round will be made if necessary, providing equipment and manpower is available.

3. The starting date for annual mowing will be no sooner than July 1<sup>st</sup> each year.

4. All harvested hay shall be removed from County and Township Road right-of-way by October 15 each year pursuant to Century Code 24-05-24.

#### **Section 6 - Township Road Maintenance — Graveling**

1. Townships may purchase gravel from the County owned stockpiles for the purpose of graveling currently maintained roadways. The County will not participate in graveling roads that do not meet County specifications, which includes unimproved section line roads.

2. Township to pay full cost of gravel crushing, royalty, hauling, and watering roads as part of the County annual Township Gravel Hauling Contract. The County will spread gravel at a reduced rate and will pay all costs for loading and checking of gravel.

3. Any additional equipment such as rollers, etc. will be billed on a per hour basis to the Township as shown in "Appendix B".

4. It is recommended that gravel roadways maintain at least 3 inches of compacted gravel surfacing.

5. The County will no longer provide gravel, haul gravel or use gravel from a county pit on any private driveway.

#### **Section 7 - County Road Maintenance — Township Signing**

1. Burleigh County will assume maintenance and installation of all required road signs in Burleigh County according to the MUTCD manual. These costs DO NOT affect the "Actual Cost of Service" in Appendix A.

2. Townships that request signs that are not required for the safety of the general public will be billed for the full cost of the sign and installation. The Township will assume future maintenance costs including vandalism, accidental damage, or normal weathering. The County Engineer will be the determining authority for non-required signs.

3. Minimum maintenance signs and installation will be at the discretion of the Township pursuant to Century Code 24-07-35. Full cost of maintenance, materials and installation will be billed to the Township.

4. Burleigh County will install and maintain all rural addressing street and avenue signs according to the 91 1 master plan. These costs DO NOT affect the "Actual Cost of Service" in Appendix A.
5. Rural resident numbers will be issued through the approach permitting process. The number plates and post can be installed by the County, if requested, with the full cost of materials and installation billed to the resident. The rural resident number will be installed and located according to the 91 1 master plan.

**Section 8 - County — Township Culvert Maintenance**

1. Burleigh County assumes all maintenance and installation costs on culverts 24" diameter and over on Township roads. This includes washouts in drains entering or exiting the culvert. These costs DO NOT affect the "Actual Cost of Service" in Appendix A.
2. The Townships are responsible for all maintenance and installation costs of culverts under 24" diameter. This includes the drain area entering and exiting the culvert. Maintenance shall include but is not limited to the following:
  - a. Culverts silted in with dirt, sand, rocks, etc.
  - b. Culverts with ends damaged due to accident or vandalism.
  - c. Culverts with obstructions such as trees, roots, animals, etc.
3. Culverts are to be installed according to published standards. New installations are required to have flared end sections installed at both ends of the culvert. This includes culverts on Township roadways. When maintenance is performed on culverts under 24" diameter without end sections, the end sections will be installed by County crews and billed to the Township.
4. Burleigh County is not required to install or maintain a culvert on a roadway or trail not meeting the minimum specifications.
5. Private approach culvert installation and maintenance shall be the responsibility of the landowner.
6. Burleigh County will not furnish culverts free of charge for private approaches, regardless if it is on a County or township road.

**Section 9 - Road Approaches**

1. Persons requesting an approach along any roadway in an unorganized Township or a County designated roadway shall obtain an approach permit issued by the County Engineer's office. A rural resident number will be assigned at that time, if needed.
2. All approaches shall be constructed according to the special instructions on the permit.
3. Burleigh County will not participate in the construction of any approach, except during time of new or reconstruction of a roadway, at which time adjacent landowners may request approaches.

**Section 10 - Overweight and Oversized LoadPass Permits**

1. The Township agrees to be part of LoadPass Permits. Western Dakota Energy Association (WDEA) shall operate the permitting system under an agreement with Burleigh County.
2. The County will permit all loads up to 150,000 pounds on County/Township roadways unless the Township has imposed restrictions as authorized under Section 39-12-03 of the NDCC.
3. The Townships will receive the uniform permit fees collected by Burleigh County through WDEA LoadPass Permits. Permit fees collected will be based on actual overweight loads travel on township roadways. Shared township roads between bordering townships will be distributed per your agreement with the adjacent township.
4. The County will pay all membership fees, set up fees, and an annual maintenance fee as part of our agreement with WDEA. The Townships will not be responsible for any fees associated with this permit system. It is agreed that the above named Township shall pay to Burleigh County the total amount due as stated in "Appendix A" for maintenance services for a period of one year ending on December 31, 2021.

This agreement may be modified only in writing and with the consent of each of the contracting parties.

Burleigh County	Township Board
Chairman, County Commission	Chairman, Board of Twp. Supervisors
Date	Date
Burleigh County Auditor	Township Clerk
Date	Date
Burleigh County Engineer	Township Name
Date	Date
Burleigh County Highway Department, 8100 43 <sup>rd</sup> Ave NE, Bismarck, ND 58503	