Morton County Commission Meeting Agenda

January 23, 2018
Commission Room, Morton County Courthouse
210 2nd Ave NW, Mandan ND
5:30 PM

Call to order
Roll Call
Approval of Agenda
Approval of minutes for previous meetings
Approve monthly bills and payroll – Commissioner Leingang

1. Wendy Bent/Human Resource Director
    - 2018 Employee Handbook Updates

2. Linda Morris/Tax Director
    - Abatement for Board Consideration

3. Gary Jochim/Interim Road Superintendent
    - Request approval to lower the speed limit to 25mph on Co Rd 83 along Sweetbriar School

4. Karla Meikle/NDSU Extension Service
    - Proposed Base Policy Salary Discussion

5. Tom Doering/Morton County Emergency Manager
    - Rescinded Fire Emergency and Burn Ban

~~6. Jena M Gullo/Executive Director of Missouri Slope Areawide United Way~~
    - ~~Presentation on long & short term plan for homeless shelter.~~

7. Dawn Rhone/Morton County Auditor
    - Appointment for Lower Heart Water Resources District Board

*ISSUES MAY BE ADDED OR DELETED BY MEETING DAY.

MORTON COUNTY COMMISSION REGULAR MEETING
January 11, 2018

The Morton County Commission Regular Meeting was called to order on January 11, 2018 at 5:30 PM by Chairman Schulz at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Commissioners Leingang, Zachmeier Boehm and Strinden, Deputy Auditor Eckroth, States Attorney Koppy and Assistant States Attorney Grosinger.

Strinden moved and Boehm seconded to approve the agenda. All voting aye, motion carried.

Strinden moved and Boehm seconded to approve the minutes of the December 26, 2017 meeting. All voting aye, motion carried.

Leingang moved and Zachmeier seconded to approve bills. All voting aye, motion carried.

Chairman Schulz released the chair for reorganization of the Board of Commission to Deputy Auditor Eckroth.

Eckroth called for nominations for Chairman.

Schulz nominated Strinden for Chairman.

Boehm moved and Schulz seconded to cease nominations and cast a unanimous ballot for Stinden. All voting aye, motion carried.

Eckroth released the chair to Chairman Strinden.

Strinden called for nominations for Vice-Chairman.

Leingang nominated Zachmeier for Vice-Chairman.

Schulz moved and Boehm seconded to cease nominations and cast a unanimous ballot for Zachmeier for Vice-Chairman. All voting aye, motion carried.

Schulz moved and Leingang seconded to approve the reorganization of 2018 County Commission Portfolios: Custer Health Board added to Strinden's portfolio, Information Technology and West Central Human Service Board removed from Zachmeier's portfolio, Emergency Management added to Boehm's and removed from Schulz's portfolio. All voting aye, motion carried.

Schulz moved and Boehm seconded to approve the 2018 Ag Land Valuation $345.55 which is 93% of the state average of $371.39. All voting aye, motion carried.

Schulz moved and Leingang seconded to approve the Board of Equalization Public Hearing to be held on Tuesday, June 5, 2018 at 6:00pm. All voting aye, motion carried.

Leingang moved and Boehm seconded to approve reassessment abatement #5099. All voting aye, motion carried.

Schulz moved and Leingang seconded to approve disabled veterans credit abatement # 5100. All voting aye, motion carried.

Boehm moved and Schulz seconded to approve 2yr tax exemption, City of Mandan abatement # 5101. All voting aye, motion carried.

Boehm moved and Leingang seconded to approve farm residence exemption abatement #5102. All voting aye, motion carried.

Leingang moved and Boehm seconded to approve Homestead Credit abatements #5103-5110. All voting aye, motion carried.

Schulz moved and Leingang seconded to approve the final plat of a short form subdivision known as Friesz Subdivision and a zoning map amendment from Agricultural (A) District to Residential (R) District for approx. 9.88 acres in the SW ¼ of Section 22, Township 140N, Range 85W, Morton County. All voting aye, motion carried.

The total of all county funds expended from December 27, 2017 through January 11, 2018, equals $1,233,798.31.

A detailed list of funds expended by check is available for public inspection anytime during regular business hours at the Morton County Auditor's Office.

Schulz moved and Leingang seconded to adjourn at 6:05 PM. All voting aye, motion carried.

Bruce Strinden, Chairman, Morton County Commission _____

Dawn R Rhone, County Auditor _____

Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

MEETING DATE:	January 23, 2018
PREPARATION DATE:	January 19, 2018
SUBMITTING DEPARTMENT:	Human Resources
DEPARTMENT DIRECTOR:	Wendy Bent
PRESENTER:	Wendy Bent
SUBJECT:	Maintenance of the Employee Handbook

STATEMENT/PURPOSE:

On an annual basis, Morton County evaluates the Team Member Handbook. In an effort to further clarify our practices and/or educate our employees on our practices, we routinely evaluate the contents of our employee handbook.

During the most recent evaluation, Morton County identified several areas requiring an adjustment or an enhancement of language.

BACKGROUND/ALTERNATIVES:

Historically, Morton County has offered an employee handbook to guide employees through their employment. To assure we are properly guiding employees and our practices, we must regularly review the document to assure it continues to align with organizational practices.

There are no feasible alternatives; other than declining the adjustment or revamping the language.

ATTACHMENTS:

Please refer to the 2015 Morton County Team Member Handbook located on our P Drive under Human Resources for the current version.

Attached, you will find the requested adjustments.

FISCAL IMPACT:

There is no fiscal impact to the organization with the exception of removing the probationary increase practices. The impact would be the offering of a fair wage at time of hire versus the offering of an increase after 6 successful months of employment. The probationary period would remain in practice.

STAFF IMPACT:

There is no significant impact to staff regarding these adjustments with the exception of the transition from monthly to bi-weekly. The primary point of impact is the difficulty in moving from a system where we are paid current to a system where we are paid in the arrear.

LEGAL REVIEW:

This has been forwarded to the States Attorney's Office for review.

RECOMMENDATION:

It is my recommendation to implement the stated changes.

SUGGESTED MOTION:

Table of Contents

This handbook is about choices like the ones you will make with our County. We hope this guide will provide you with necessary information empowering you to use good judgment in all situations. Together, we leap!

As an organization, we believe in providing comprehensive, cost-effective and efficient services to our community, our constituents and our Team while providing these services in a collaborative, considerate, ethical and fiscally responsible manner."

MORTON COUNTY, ND

TEAM MEMBER HANDBOOK

Implemented: NOVEMBER 01, 2015

Updated: January 2018

We envision a County where people arrive each day inspired to make a positive impact on other people's lives through their job – no matter what that job is.

Commitment to Diversity

Equal Employment Opportunity

In coordination with the Morton County Core Value – **Diverse Voices and Ideas** – we maintain a sincere interest in providing equal employment opportunity to all applicants and Team Members.

Our Commitment:

- Morton County's employment practices are an integral part of the organizations total commitment and support of its Equal Employment Opportunity Program. We will not discriminate against anyone due to any protected status or characteristic protected by any applicable federal, state, or local law, including, but not limited to race, color, religion, sex, national origin, disability, age (over 40), military and veteran status.
- We will prohibit discrimination in all employment practices including hiring, firing, promotion, compensation and other tenures, privilege and conditions of employment.
- We will reasonably accommodate any qualified individual with a disability during the candidate experience as well as the employment phase unless doing so would pose an undue hardship or create a direct threat to this individual, other employees or the general public.

Your Commitment:

- Any member of the Morton County Leadership Team is responsible for making sure all employment related decisions are based on lawful criteria.
- Let us maintain our commitment to fostering an excellent work environment free of unlawful discrimination. All team members must be accountable and comply with equal employment opportunity principles as we perform the Organizations mission.
- If you witness behavior that would dimish our commitment to Equal Employment Opportunity, please notify Human Resources.

Discrimination / Harassment / Bullying

In honor of our Core Values, we are committed to a **Culture of Team Work and Collaboration.** Any behavior inconsistent with this value will impede our ability to provide you and others with a safe and comfortable work environment.

Our Commitment:

- We have a sincere desire to prevent inappropriate behavior from occurring within our organization.
- We strictly maintain a zero tolerance policy against discrimination, harassment and/or bullying relating to any legally protected status or characteristic. Even if the behavior is not considered illegal, the behavior may still be inappropriate for the work environment.
- Morton County is committed to addressing, correcting and disciplining for any behavior deemed inappropriate, especially if it is illegal in nature.
- Morton County will offer mandated training annually on Discrimination/Harassment/Bullying.

Your Commitment:

- If you are a witness to, become aware of or are a recipient of alleged harassing, discriminatory or offensive actions, please notify Human Resources. Morton County will protect the confidentiality of your participation to the maximum extent possible.

- If you are witness to any inappropriate behavior within the workplace, do not ignore the behavior. This will only perpetuate and encourage the behavior to continue. Either constructively and professionally confront the wrongdoer or notify a member of authority who will.
- You will attend annual offerings of training to aid in the prevention of Discrimination/Harassment/Bullying.

Reasonable Accommodations

Disability

Morton County is committed to complying fully with the Americans with Disabilities Act (ADA) and ADA Amendments Act (ADAAA). We are committed to ensuring equal employment opportunity to individuals with disabilities on the basis of qualifications and ability to perform the job. We conduct all our employment practices and activities on a non-discriminatory basis. There shall be no discrimination in terms of employment opportunities, wages, hours of work, or other terms or conditions of employment or benefits.

To ensure that reasonable accommodation is made, whenever possible, Morton County will engage in good-faith interactive processes with applicants and employees determined to be in need of, or requesting accommodation.

Religious Beliefs

Morton County is committed to providing a work environment that is respectful of the religious diversity of its team members. We will make good faith efforts to provide reasonable accommodation for team member's religious beliefs, observances and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between a team member religious beliefs, observances or practices and the team member's job requirements, without causing undue hardship to the Company.

Probable accommodations include but not limited to:

- Scheduling changes
- Changes in your job
- Exceptions to dress or grooming requirements
- Use of company facilities for religious observance

Morton County determines in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. Morton County will not provide accommodations(s) that would pose an undue hardship upon department, finances or operations, or that would endanger the health or safety of the team member or others.

Team Members requesting reasonable accommodation must submit their request in writing to the Human Resources Department.

Addendum:
Originally approved by County Commission on:
Amended and Approved by County Commission on:

A search or seizure cannot take place without prior approval from the Human Resources Department.

Illicit or illegal drugs, drugs believed to be illegal, drug paraphernalia and other contraband found on Morton County property will be turned over to the Morton County Sheriff's Department and the full cooperation given to any subsequent investigation.

Other forms of contraband, such as firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. A Team Member who is found to possess contraband on Morton County property or while on Morton County business will be subject to discipline up to and including discharge at the Commission's discretion. If a Team Member is the subject of a drug-related investigation by Morton County, the Team Member may be suspended pending completion of the investigation.

Confidentiality: All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by Morton County as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

Driving and Traffic Violation Policy

We deeply value the safety and well-being of our Team Members, our constituents and the general motoring public. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distractions, Morton County is instituting this safety policy. This policy applies to all Team Members responsible for driving while on the job or utilizing a piece of heavy equipment.

Safety Requirements

- Inspect vehicles/equipment prior to use to ensure they are in safe operating condition. If a vehicle/equipment is unsafe to operate, address the issue and do not operate until it passes inspection.
- Drivers must have the ability to drive safely. Fatigue, medications and physical injuries can negatively affect the safe operation of a vehicle/equipment.
- Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior is considered unacceptable and will not be condoned.
- Seat belts must be worn while the vehicle/equipment is in motion.
- Cell phone usage should be limited while operating a vehicle/equipment. Texting, emailing and other non-verbal messaging is completely prohibited while driving or while the vehicle is being operated.
- Hitchhikers are not permitted in County vehicles. Any passenger permitted in a County vehicle will only be permitted if conducting County business or if reasonable cause exists.
- Cargo should be secured and all doors should be locked, both when the vehicle is en route and when it is parked.
- Be respectful of the rights of other drivers and pedestrians.
- Drivers may not be under the influence of drugs or alcohol while operating a County vehicle.
- Morton County will review motor vehicle reports annually.
- If there is a change in license status that would impact your ability to operate a vehicle/equipment, you must notify your supervisor immediately.
- Team Members are responsible for maintaining a valid driver's license if they are required to drive to accomplish a job duty.

Safety Enforcement: Team Members may be subject to disciplinary action, up to and including termination, for policy violation. Morton County will identify avenues to assist in preventing voluntary policy violations. Technological options such as DriveMode or Drive Safe Mode will be considered.

Accidents: If you are involved in a work related vehicle or heavy equipment accident, you will be required to complete an Accident Report on the same day of the accident (unless seriously injured). You will also be responsible for taking a Post Accident Drug/Alcohol Screen directly following the accident, unless you are seriously injured. Management will review all accidents and determine whether they were preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to prevent it from occurring.

Motor Vehicle Report (MVR) Standards: MVRs will be checked annually for those who are required to drive for County purposes. The MVR will be reviewed for status and to determine if driving record is within parameters set by the County.

County Issued Vehicles: County Officials who are required to respond to EMERGENCY related situations may be authorized to have a County vehicle at their disposal at all times and to house such vehicle at their residence when off duty, at the discretion of the department head and the Portfolio Commissioner(s).

Criminal Conviction Policy

You must report any criminal conviction(s) (criminal convictions and pleas that are acknowledgements of criminal responsibility, including but not limited to prayers for judgment, registration as a convicted sex offender with any governmental authority as a result of any prior conviction for a sex offense, and/or any convictions or pleas that are acknowledgments of criminal responsibility subject to the jurisdiction of a military court) during your employment with Morton County.

You must report applicable convictions within five (5) business days of the conviction to the Human Resources Department. You must provide written documentation describing the criminal conviction(s) in question. Morton County will subsequently review the material and make a determination regarding the conviction within five (5) business days of receipt.

A willful failure to report a criminal conviction under this policy will be eligible for disciplinary action, up to and including termination.

Responding to Violence and Threats

Morton County seeks to provide a work environment free from violence or threats of violence against individuals, groups, or employees, or threats against company property, including partner violence that may occur on our property. All team members are responsible for maintaining a safe work environment. Acts of violence or threats of violence, either explicit or indirect, verbal or written, are unacceptable and will not be tolerated in the workplace. This includes harassment, intimidation, and other disruptive behavior. All reports of incidents will be taken seriously and will be dealt with appropriately.

Prohibition of Weapons and Firearms
Possession of firearms, ammunition, and dangerous or deadly weapons or other contraband in the Courthouse controlled or occupied space is prohibited by law, except for those individuals who are authorized to carry firearms.

Workplace violence is any act or attempted act of physical aggression or harm by an individual that occurs at the workplace. Examples include, but are not limited to:

- Threats to cause bodily harm or death to another person (stalking, bullying, or other abusive or aggressive behavior);
- Threats to destroy, damage, commit sabotage, or deface government or personal property located at the workplace;
- Receipt of threatening or harassing telephone calls, emails, or other communications;
- Unusual or bizarre behavior or statements that a reasonable person would interpret as likely for violent acts;
- Unwanted pursuit or threats by an outside party who has been observed at or near the workplace;
- Any situation in which an employee has obtained a protective or restraining order naming his/her workplace as a prohibited area of contact;
- Possession of unlawful and unauthorized weapons in the workplace.

Different ways employees may receive threats include:

- "Something bad will happen to someone," "I am going to kill you," or indirect statements such as "I'm afraid I may hurt someone," or "I think about killing myself."
- Comments made directly to the person of the threat orally, either in person or through telephone calls;
- Comments made to one person about another;
- Comments made in letters, notes, or electronic messages.

It is the responsibility of every Morton County team member to take any violence or threat of violence seriously to maintain a safe working environment. If you observe or experience such behavior and is deemed imminent, report it immediately to Law Enforcement and to the Human Resources Department.

Addendum:
Originally approved by County Commission on:
Amended and Approved by County Commission on:

Fitness for Duty

Morton County (MC) is committed to promoting a safe and healthy environment for our team members and community we serve. Such an environment is possible only when each team member is able to perform his or her job duties in a safe, secure, and effective manner, and remains able to do so throughout the entire time they are working. A team member who is not fit for duty may present a safety risk to themselves and to others.

Fitness for Duty Requirements (FFDE):
A team member is expected to perform essential job functions as outlined within their job description in a safe and effective manner, and to discuss with his/her supervisor any circumstances that may impact his/her ability to do so.

Morton County (as approved by MC HRD) may require a professional evaluation of a team members physical, emotional or mental capacities to determine his or her ability to perform the essential job functions of their position.

Such evaluations are conducted by an independent, licensed health care professional of Morton County's choice. We have to meet several criteria prior to requiring the exam. The exam must be job-related and consistent with business necessity. We can only require the exam if the condition creates objective, reasonable concern of a safety risk or concerns where the team member may be unable to perform their job. Employers meet that obligation when an employer has a belief that either the team member's condition may prevent the team member from performing essential functions of the job and/or if the team member poses a direct threat to his or her own safety or the safety of others.

Morton County is responsible for paying the cost of an FFDE. To the extent allowed by law, Morton County shall protect the confidentiality of the evaluation and the results.

Team members may be referred to the Human Resources Department for a Fitness for Duty request at the Department's discretion in the following instances:

- If the team member is returning to service after starting treatment with prescription medications which may affect their essential job functions;
- Where an team member takes FMLA leave due to their own serious health condition which made them unable to perform the essential functions;
- Team members on leave may be asked for Fitness for Duty certifications when there are reasonable safety concerns; or
- In any other situation where in the opinion of department management and Department of Human Resources, the particular facts of a team member's situation suggest that a Fitness for Duty Evaluation may deem necessary or beneficial.

The above-mentioned situations and criteria should not be regarded as a comprehensive list of situations requiring a Fitness for Duty request. The organization reserves the right to require a Fitness for Duty evaluation if it deems necessary for any team member in connection with any absence, or when a team member exhibits performance deficiencies meeting the criteria of a FFDE.

Morton County is required to comply with federal disability law (primarily the Americans with Disabilities Act of 1990 (ADA and ADAAA). In general, the ADA prohibits:

- Employer's from requiring an employee to submit to a medical examination
- Employer inquiries into whether an individual has a disability

However, the protections afforded to employees by the ADA are not without limits. Federal law permits Morton County to require a medical examination of a team member if the requirement for the examination is job-related, consistent with business necessity, and if the Morton County has a reasonable belief that:

- The team member's ability to perform essential job functions may be impaired by a medical condition; or
- A team member may pose a direct threat, i.e., significant risk of substantial harm to the health and safety of self or others due to a medical condition.

Addendum:
Originally approved by County Commission on:
Amended and Approved by County Commission on:

Emergency Management

Morton County provides an Emergency Management Handbook which is intended to communicate the policies and procedures for team members to follow in an emergency situation such as fire, explosion, weather emergencies, chemical releases and all other emergencies requiring team members to evacuate the building. All team members shall receive instruction on the Emergency Management Handbook as part of New Employee Orientation upon hire.

Emergency Procedures

Separate CodeRED Quick Launch notifications for implementing building specific lockdowns, shelter-in-place, evacuations and facility closures are developed to alert staff at Mandan City Hall, the Morton County Courthouse and the LEC. Staff mobile phones, home phones (if different from mobile), office phones, registered office emails and SMS text messaging are built in to the government complex notification group. The all-clear message is not building specific and goes to staff in all three buildings.

Weather Emergencies

Severe Thunderstorm Warning and Tornado Warning - notifications using CodeRED are issued for all communities in Morton County that are within the warned area determined by the NWS.

Winter Storm Warnings - The Morton County Sheriff will determine prior to 6:00 AM if winter driving conditions are unsafe and advise Morton County Emergency Management to use CodeRED for notifying Morton County employees of a courthouse and Law Enforcement Center (LEC) closure.

Staff Responsibilities

During a building emergency, supervisors and managers are not responsible for the evacuation of team members. Each team member is responsible for their own safety. During an emergency, when the fire alarm sounds, or when otherwise directed to leave the building, staff are to walk quickly, but in an orderly manner, to the nearest safe exit and evacuate the building on their own.

Specialized assistance and rescue will be performed by Law Enforcement personnel. When notified of an emergency, Law Enforcement will respond in accordance with emergency management standard operating procedures in the evacuation process, and will announce when the scene of the emergency is clear for re-entry.

Addendum:
Originally approved by County Commission on:
Amended and Approved by County Commission on:

Pay Policy

Morton County has established the Monthly Pay Policy in accordance with the Fair Labor Standards Act which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting our Team Members.

Period of Payment

General Staff:

Morton County will pay hours worked on a bi-weekly basis effective January 01, 2018, with all general staff being paid their hourly pay and overtime pay current. There will be one pay period deduction free in 2018 and two pay period deduction free in 2019 forward (except retirement). Payday will be every other Friday.

2018 PAYROLL SCHEDULE - General Staff
Salary earnings and overtime will be paid based on the schedule below.

Pay Cycle Start Date		Pay Cycle End Date	Pay Date
December 31, 2017	thru	January 13, 2018	January 19, 2018
January 14, 2018	thru	January 27, 2018	February 2, 2018
January 28, 2018	thru	February 10, 2018	February 16, 2018
February 11, 2018	thru	February 24, 2018	March 2, 2018
February 25, 2018	thru	March 10, 2018	March 16, 2018
March 11, 2018	thru	March 24, 2018	March 30, 2018
March 25, 2018	thru	April 7, 2018	April 13, 2018
April 8, 2018	thru	April 21, 2018	April 27, 2018
April 22, 2018	thru	May 5, 2018	May 11, 2018
May 6, 2018	thru	May 19, 2018	May 25, 2018
May 20, 2018	thru	June 2, 2018	June 8, 2018
June 3, 2018	thru	June 16, 2018	June 22, 2018
June 17, 2018	thru	June 30, 2018	July 6, 2018
July 1, 2018	thru	July 14, 2018	July 20, 2018
July 15, 2018	thru	July 28, 2018	August 3, 2018
July 29, 2018	thru	August 11, 2018	August 17, 2018
August 12, 2018	thru	August 25, 2018	August 31, 2018*
August 26, 2018	thru	September 8, 2018	September 14, 2018
September 9, 2018	thru	September 22, 2018	September 28, 2018
September 23, 2018	thru	October 6, 2018	October 12, 2018
October 7, 2018	thru	October 20, 2018	October 26, 2018
October 21, 2018	thru	November 3, 2018	November 9, 2018
November 4, 2018	thru	November 17, 2018	November 23, 2018
November 18, 2018	thru	December 1, 2018	December 7, 2018
December 2, 2018	thru	December 15, 2018	December 21, 2018

*** Notates Pay Dates ineligible for benefits deductions, except retirement plans.**

Law Enforcement:

Morton County will pay Law Enforcement Staff on a monthly basis until 2019. In 2019, Law Enforcement will migrate to a four-week pay cycle in compliance with FLSA. Payday will occur on the 27th of each month. If the pay date occurs on a weekend or holiday, the pay date will occur on the closest business day to the 27th.

2018 PAYROLL SCHEDULE - Law Enforcement Staff
Salary is paid current, overtime is paid in the arrears based on the schedule below.

Pay Cycle Start Date		Pay Cycle End Date	Pay Date
December 17, 2017	thru	January 13, 2018	February 16, 2018
January 14, 2018	thru	February 10, 2018	March 16, 2018
February 11, 2018	thru	March 10, 2018	April 13, 2018
March 11, 2018	thru	April 7, 2018	May 11, 2018
April 8, 2018	thru	May 5, 2018	June 8, 2018
May 6, 2018	thru	June 2, 2018	July 6, 2018
June 3, 2018	thru	June 30, 2018	August 3, 2018
July 1, 2018	thru	July 28, 2018	August 31, 2018*
July 29, 2018	thru	August 25, 2018	September 28, 2018
August 26, 2018	thru	September 22, 2018	October 26, 2018
September 23, 2018	thru	October 20, 2018	November 23, 2018
October 21, 2018	thru	November 17, 2018	December 21, 2018
November 18, 2018	thru	December 15, 2018	December 21, 2018

*** Notates Pay Dates ineligible for benefits deductions, except retirement plans.**

Addendum:
Originally approved by County Commission on:
Amended by County Commission on:

Pay Advances

Morton County does not offer the option of pay advances.

Overtime Eligibility

The Fair Labor Standards Act identifies two categories of employees when paying out wages. The category will define whether an employee is eligible for the overtime provisions granted by the FLSA.

Non Exempt Employees will be eligible to receive overtime for physical hour(s) worked exceeding the pay period standard of hours (forty (40) or one hundred and sixty (160)).

- General Employees will be eligible for any physical hour(s) worked in excess of forty (40) hours in a work week.
- Law Enforcement Employees will be eligible to receive overtime for any hours worked in excess 160 in a 28 day period.

Annually, Morton County will determine a dollar/percentage amount for equitable distribution among staff. This is considered an Annual Adjustment. Each full-time and part-time Team Member will receive the Annual Adjustment. All new Team Members will receive a pro-rated annual adjustment based on months of service in the proceeding calendar year. Each full month of service will earn one-twelfth of the annual adjustment. Returning Seasonal Staff may qualify for the Annual Adjustment, with Director/Portfolio Holder approval.

Along with the Annual Adjustment, a Team Member may receive an additional increase depending on their location within the pay range. Each year, a Team Member is assigned a Range Location. The Range Location is a percentage figure representing where a Team Member is currently at within their respective pay range. The Expected Range Location is the location within the range where an employee should be based on their approved years of service.

- If you are under the "Expected" Range Location, you may be eligible for additional compensation.
- If you are over the "Expected" Range Location, you may not be eligible for additional compensation.

If your wage is below or will exceed the approved pay range, Morton County will remedy the situation.

- If you are under the approved pay range, Morton County will establish a plan to adjust your wage upward.
- If you are over the approved pay range, your wage will be frozen and you will be ineligible to obtain further increases without County Commission approval.

New Hire Starting Wage

The initial wage of a new Team Member will begin at the minimum of the job range. If the Team Member has equitable experience or other qualifications, the County may consider an increased starting rate. If the Team Member is slated for a higher starting wage, the Team Member's remaining movement within the pay grade may be constricted. The starting wage should be determined by the Director and the Human Resources Director.

Probationary Increase

At the conclusion of probation, a Team Member may be offered a five (5) % increase in wage upon successful completion of probation. The supervisor must complete a probationary evaluation to qualify the Team Member for the increase. If a Team Member does not successfully perform during the probationary period, a Director may withhold the increase with authorization from the Human Resources Director and Portfolio Holder.

Morton County will consider phasing out the probationary increase in 2018 and offer the 5% at time of hire.

Promotional Increase

If you are promoted, the new rate of pay must be at least the minimum of the new pay range. Promotional increases require the approval of the Department Head, Human Resources Director and the Portfolio Holder.

Demotion

Vacation Leave

Vacation Leave is intended to provide you with an opportunity to take paid time off to pursue vacations and other personal endeavors. It is expected you will schedule vacation leave at-least forty-eight (48) hours in advance of the leave requested.

If you are a full-time Team Member, you will earn vacation hours based on the number of years you have been employed. These hours will be accrued each pay period based proportionately on the hours worked.

Years of Service	Hours Per Year	Days Per Year
1 Through 3	96	12
4 Through 7	120	15
8 Through 12	144	18
13 Through <18	168	21
18+	192	24

At time of hire, Morton County will consider any consecutive years of service from government entities for leave accrual purposes. In order for this to be considered, you must have been hired from a local government entity with no break in service.

You may carry over two hundred and forty (240) hours into the new plan year. Any hours as of 12/31 that go unused over and above this maximum you will forfeit those hours. Law Enforcement's cutoff date occurs in the pay cycle which includes 12/31.

Vacation Leave must be used in increments of a quarter hour (fifteen minute increments).

Upon resignation, termination or death, you or your beneficiary (in the event of death) will be eligible for full payment of balance at your current hourly rate.

Sick Leave

The Morton County Sick Leave Program is considered a privilege and not a benefit earned as our Vacation Program. The intent of the program is to provide you with paid time off to obtain medical services, medical treatment or to recuperate from illness or injury.

You should request approval for sick leave prior to the start of your schedule. You will be unable to utilize Sick Leave until your supervisor has approved the request. If you are out for 3+ consecutive days, the County may request a physician certification verifying the nature of the illness or injury to include beginning date, ending date and any limitations/restrictions.

If you are placed on leave based on physician orders, you must provide the County with documentation justifying the need. Upon your return, you must provide the employer with a Return to Work Slip outlining any limitations or restrictions. You may not return to work until this documentation is received by the County.

If you are a full-time Team Member, you will accrue sick leave hours in the amount of ninety-six hours annually. These hours will be accrued evenly over each eligible pay period. Part-timer accruals will be prorated based on hours worked.

This plan offers an unlimited number of carryover hours into the next plan year.

Sick Leave must be used in increments of a quarter hour (fifteen (15) minute increments).

Upon resignation or death, you or your beneficiary (in the event of death) will be eligible for partial payment of your sick leave balance if you have been employed with Morton County for at least ten (10) years. You will be offered 25% of your current unused balance paid at your current hourly rate. If you have been fired from Morton County, you will be ineligible for the payment of unused sick leave.

Sick leave utilization is the rate at which you are using your accrued leave. In the event the County identifies a concerning pattern of use or misuse, the County reserves the right to address this issue as a disciplinary issue. Generally, the County considers total leave utilization to be respectful and moderate at 5% of total usage and under. If the Leave Utilization Rate is over and above 5%, Morton County will take notice of the percentage and determine if there is a legitimate need for leave. If there is a legitimate reason for leave, the County will not pursue disciplinary action. If there is no legitimate reason for leave, the County will consider the Performance Counseling Process. Leave utilization will not take into consideration time counted toward the FMLA (Family Medical Leave Act).

Travel for pleasure is not allowed while on paid Family Sick Leave, exceptions may apply.

Family Sick Leave

Sick leave may be used when:

1.) The employee is unable to work due to a mental or physical condition (including maternity).
2.) The employee has an appointment for the diagnosis or treatment of a medically related condition.
3.) The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health. Sick leave used for these purposes shall not exceed eighty (80) hours per calendar year.
    - Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family members.
4.) In the case of a serious health condition of an eligible family member, an employee may take up to a total of four-hundred-eighty (480) hours of accrued sick leave per calendar year.
5.) The employee is caring for a newborn child or for a child placed with the employee, by a licensed child-placing agency, for adoption or as a precondition to adoption, but not both. Sick leave is limited to six (6) weeks of accrued leave during the first six (6) months from birth or placement.
6.) The employee seeks for oneself or to assist a parent, child, spouse, sibling, with the consequences of domestic violence, a sex offense, stalking, or terrorizing.
    - Sick leave may be used to seek legal or law enforcement remedies;
    - Treatment by a health care provider for physical or mental injuries;

- Obtain services from a domestic violence shelter, rape crisis center, or social services program;
- Obtain mental health counseling; and
- Participate in safety planning, temporary or permanent relocation or other actions to increase the employee's or immediate family member's safety from future domestic violence, a sex offense, stalking or terrorizing.
- The employee's supervisor may limit the use of sick leave for this section to forty (40) hours per calendar year.

Addendum:
Originally approved by County Commission on:
Amended by County Commission on:

Family Medical Leave (FMLA)

The purpose of the Family and Medical Leave is to provide job-protected leave to employees when medical situations or military service requirements result in absence's from work. The FMLA was intended to balance the demands of the workplace with the needs of families to promote the stability and economic security of families, and to promote and preserve family integrity. Morton County's is to comply with the Family Medical Leave Act by providing up to 12 workweeks of employment-protected, unpaid family and medical leave to eligible employees per calendar year, under the following circumstances:

Taking Leave under FMLA
1.) The birth of a child.
2.) Placement of a child with the employee for adoption or foster care.
3.) To care for an employee's spouse, child or parent (In-Loco-Parentis) with a serious health condition.
4.) Employee's own serious health condition which renders the employee unable to perform the functions of their position.

Qualifying Exigency Leave: An eligible employee is entitled to take up to 12 workweeks of FMLA leave per 12-month period because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee (the military member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

Military Caregiver Leave: Military Caregiver Leave allows up to 26 weeks of leave in a single 12-month period to be granted to an eligible employee to provide care to an injured covered service member who is the employee's spouse, son, daughter, parent, or eligible next of kin.

Eligibility: Active employees who have been employed by the County for at least 12 months and who have worked at least 1,250 hours during the previous 12 months are eligible for Family Medical Leave. The 12 months of employment need not be continuous and shall include time spent on military service covered by USERRA.

Length: Leave will be available for the period of time certified by the physician and approved by the County, but not to exceed 12 workweeks per calendar year. Military Caregiver leave shall not exceed 26 workweeks in a single 12 month period beginning on the first day of such leave.

Regularly scheduled part-time employees are eligible for up to 12 weeks of leave, or 26 weeks where applicable, based on their normal part time workweek.

Consecutive, Intermittent, or Reduced Leave

FMLA leave may be taken in 12 consecutive weeks (480 hours), or on an intermittent or reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment, or recovery of a serious health condition.

- A reduced leave schedule reduces an employee's usual number of working hours per workweek, or hours per workday for a period of time. Regardless of how it is taken, the leave may not exceed a total of 12 weeks.
- The County may require those taking intermittent leave to transfer temporarily to an alternative position with equivalent pay and benefits if the alternate position would better accommodate the intermittent or reduced schedule.
- If an employee notifies the County that they do not intend to return to work after their leave, their termination date will be the end of the leave period.
- Employees on FMLA leave must inform the Human Resources Department monthly of their status and intent to return to work. Failure to contact Human Resources may compromise further employment.
- As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition which made the employee unable to perform his/her job, the employee may be asked to present a return to work certification indicating that the employee is able to resume the essential functions of his or her pre-leave position. Failure to provide such certification will result in denial or delay of reinstatement.

Using Vacation/Sick Leave: Employees will be required to use accrued paid leave (sick leave and vacation leave) first, and take the remainder of the 12 weeks as unpaid leave.

Procedure for Requesting Leave

Where there is foreseeable leave, an employee requesting leave should obtain and complete the necessary leave forms, attach the required certifications and submit to the Human Resources Department. The Human Resource Department will respond to the employee in writing on the decision and provide a copy the department head.

Foreseeable Leave: Where the need for leave is foreseeable, the employee must provide at least 30 days' notice to the County before the leave is to begin. If the leave is unforeseeable and begins in less than 30 days, the employee must notify the County as soon as practicable under the circumstances.

- Failure to give a 30 day advance notice for a foreseeable leave, or failure to give a timely notice for unforeseeable leave, or failure to produce requested certification(s) within the time designated may result in the delay or denial of the leave.

- For leaves due to qualifying exigency, notices must be provided as soon as practicable regardless of how far in advance leave was foreseeable.

Activities Prohibited During FMLA

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions as that of the employee's current position. Doing so is a voluntary resignation of employment.

Holiday Leave

If a designated County holiday occurs on Saturday, you will be granted the preceding Friday off. If the holiday occurs on a Sunday, you will be provided the following Monday off. If you are required to work on a holiday, you will earn an additional Half Time Benefit of 0.5 for each hour worked. If you elect to work and are not required to work on a holiday, you will not be eligible for the Half Time Benefit.

Appeals and Grievance Policy

When you are in disagreement with an employment related decision, we will provide you with a fair opportunity to express those concerns. Generally, you will work through these concerns with your immediate supervisor or Department Director. In the event you are dissatisfied, you may be able to appeal the employment decision. Employment decisions related to a demotion, suspension, termination, reduction in pay or an assigned classification are eligible for appeal.

Team Members may also utilize the grievance process to address unresolved or unaddressed complaints. Initially, a Team Member must show the interest and fortitude to address concerns at the lowest level possible. In the event collaborative efforts fail, you may have the option of filing a formal grievance. Listed below, you will find several important components of this process.

- If you are participating in an appeal or formal grievance, Morton County will not retaliate based on your participation.
- If you fail to comply with any associated timeframe, your appeal or grievance will be formally dismissed.
- The Department Director of the Human Resources Director may extend time limits based on justifiable cause. All participants must be notified in writing of such reasons for the extension.
- If you voluntarily terminate your employment, you will be ineligible to participate in the appeal and/or grievance process.
- You may be accompanied, advised, and/or represented throughout the appeal/grievance proceeding by a representative. All representatives must conduct themselves respectfully and professionally.
- You may not use regular work hours, facilities or equipment to prepare for the appeal and/or grievance process. The Employer's Responding Party may use work time to prepare as this is a defined duty.

You must submit your appeal and/or grievance in writing, utilizing the Appeal / Grievance Form. The Human Resources Department will manage the process as each phase should be routed through this department. If the origin of the grievance involves members within the Appeal / Grievance Process, the affected member will conflict out of the process and a substitute stand-in will be chosen by the Human Resources Director and the assigned Portfolio Holder.

Employer's Responding Parties in Progression

Team Member > Supervisor > Director > Human Resources>Portfolio Holder > County Commission

Phases of the Appeal / Grievance Process

1. **Phase One:** To initiate an appeal and/or formal grievance, you must complete the Appeal /Grievance Form within fifteen (15) days following the event.

   - If a mutual agreement is reached, you and the immediate supervisor will document the Appeal /Grievance Form.
   - If an agreement is not reached, you and the immediate supervisor document the Appeal /Grievance Form.

   The Appeal Grievance Form must be returned to the Human Resources Department.

Solicitation and Distribution

In order to protect and encourage overall productivity, we restrict oral solicitations and distributions of information/materials on County premises. "Passive" solicitation (i.e. e-mail, product sitting on desktop with a written memo) by employees or outside solicitors is allowed.

- You are not allowed to solicit or be solicited during working time. Passive solicitation may occur during breaks and lunch periods.
- You are not to engage in commercial, faith-based, charitable, political or civic solicitations and/or distributions while on County premises.
- Those who are not Morton County employees have no right to enter Morton County premises at any time to solicit and/or distribute information and/or materials.
- You may schedule outside vendors to visit during working hours and use meeting or break rooms to distribute or order goods while employees are on break.

Open Records

Morton County strives to ensure accurate, factual and swift recommendations, verifications and references while taking the necessary precautions to respect confidentiality and avoid potential liability. In order to assure the integrity of this process, the County has designated the Human Resources Department and the States Attorney's Office as the only Departments with authority to offer any form (verbal or written) of referral, recommendation or verification. The County will release all requested information, as deemed appropriate, while using the guidance and authority granted by North Dakota Century Code Chapter 44-04.

All records of a public entity are public records and may be accessible during reasonable office hours (regular office hours). The request does not have to be made in person or in writing by the requestor. The County is not required to create a record that does not exist and is not required to provide an electronically stored record in a different structure, format or organization.

Disclosure Pursuant to Subpoena or Order

The County must comply with applicable discovery rules or orders in the event the request is related to any form of court action. We may deny a request from a party or an agent of a party if the request seeks records that are privileged under applicable discovery rules. The States Attorney Office would handle this function as well as the functions outlined in N.D.C.C. 44-0418.11- Disclosure Pursuant to a Subpoena or Order. A denial of a request for records made under this section must describe the legal authority for the denial and must be in writing if requested.

Personal, Medical and Employee Assistance Records

Records relating to medical treatment or participation in an Employee Assistance Program are considered confidential a not accessible through a records request.

- Personal information is not accessible through a records request such as a home address; home telephone number or personal cell phone number; photograph; medical information; motor vehicle operator's identification number; public employee identification number; payroll deduction information; the name, address, telephone number, and date of birth of any dependent or emergency contact; any credit, debit, or electronic fund transfer card number; and any account number at a bank or other financial institution. Personal information regarding a licensee maintained by an occupational or professional board, association, state agency, or commission is also considered an exempt record and not accessible through a records request. Social security numbers in the possession of a public entity are confidential.

Computer Passwords and Security Information
Security codes, passwords, combinations, or security-related plans used to protect electronic information or to prevent access to computers, computer systems, or computer or telecommunications networks of a public entity are confidential.

Disclosure of Public Records
The County will not deny a request on the grounds that the record contains confidential or closed information. The County will make every effort to redact this information and make a good faith effort to disclose the open information. Unless otherwise prohibited by federal law, records of a public entity which are otherwise closed or confidential may be disclosed to any public entity or federal agency for the purpose of law enforcement or collection of debts owed to a public entity, provided that the records are not used for other purposes and the closed or confidential nature of the records is otherwise maintained. Confidential records that are authorized by law to be disclosed to another entity continue to be confidential while in the possession of the receiving entity.

Standard Process
Upon request, the Morton County Human Resources Department (HRD) will determine if the request should be handled within the Human Resources Department or the States Attorney's Office. If it involves the States Attorney's Office, the HRD would forward to the Assistant States Attorney responsible for personnel.
The HRD should address an open records request within five (5) business days of the request depending on the size of the request. If there is a delay, the HRD must document the reason for the delay. As a general practice, the HRD may only release information documented by the County prior to the request i.e. Classification Title, Salary, Performance Evaluations, Letters of Appreciation, Letters of Accommodations (related to positive performance not disability) and any Constructive Discipline actions, etc. Any information released must contain verifiable documented data determined to be factual.

Each request should be documented by the HRD to include the Requestor's Information (if available, not required), date of request, what was provided and an explanation of any redactions and the date and method the information was sent. The HRD should sign each entry.

Determine if the record is considered an open or closed record. If the record is considered an open record, evaluate the record, redact closed information and prepare the information for disclosure. Communicate with the requestor reasons for any and all redactions. If the record is considered a closed record, the HRD must communicate to the requestor the reason for denial and reference N.D.C.C. Prior to any denial, the HRD should seek clarification and confirmation from the States Attorney's Office.

Document all disclosures and all denials by recording Requestor Information (if available, not required), what was requested, what was released, date and method of delivery and store a copy of the information released. Under no circumstances is any other employee authorized to provide information regarding a current, former or future employee to an internal or external party with the exception of the Human Resources Department and the States Attorney's Office.

Applications for Public Employment – Hiring Process
Morton County shall determine finalists for open positions consistent with N.D.C.C. Section 44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential and exempt. Exempt records related to finalists are open to the public after finalists are designated. Morton County will not disclose information which is considered exempt under the public records laws.

- Public entities who receive applications from three or more applicants who meet minimum qualifications for a vacant position shall determine three or more qualified applicants as finalists for open positions. If there are fewer than three applicants who meet the minimum qualifications by close of the application period, the applications and records related to the applications are open to the public. However, if the public entity no longer considers any of the applications further and decides not to make an offer of employment, there is no need to designate a finalist, therefore any records related to the applications used to identify the applicant are considered confidential and exempt.

Any requests to view public records and those articles deemed non-confidential and nonexempt shall be directed to the Human Resources or States Attorney's Office. Individuals requesting copies of an open public record that is deemed non-confidential and non-exempt shall be subject to a reasonable charge. Employees will be informed in writing, whenever possible, if anyone outside direct administrative lines review their personnel record.

Addendum:
Originally approved by County Commission on:
Amended by County Commission on:

Employment Reference Checks

Morton County strives to ensure accurate, factual recommendations, verifications and references while taking the necessary precautions to respect confidentiality and avoid potential liability. In order to assure the integrity of this process, the County has designated the Human Resources Department and the States Attorney's Office as **the only** departments with authority to offer any form (verbal or written) of referral, recommendation or verification.

The County will release all requested information, as deemed appropriate, while using the guidance and authority granted by North Dakota Century Code Chapter 44-04.

Addendum:
Originally approved by County Commission on:
Amended by County Commission on:

Morton County's Ethical Commitment

We have a moral obligation and a genuine desire to willfully comply with any laws and regulations. We expect you to conduct business in accordance with the letter and spirit of relevant laws and refrain from dishonest or unethical conduct. During both working and non-working hours, your actions should inspire public trust, impartiality and devotion to the best interests of the County and our constituents.

To ensure ethical and impartial business, it is prohibited for you to:

- Offer, accept or solicit money, property or service or other items of value by way of gift, favor, inducement, or loan with the intent that the offer would influence, or the recipient would be influenced by such conduct in the discharge of public duties. The value of a gift must be $50 or less.

- Use official position, uniform or badge to secure special advantage in business, personal gain, or other benefit derived from such relationship.
- Use any County-owned facility, building, equipment, materials, or vehicle for their personal use or benefit, or for the personal use or benefit of any other individual. No employee shall have unauthorized possession of County property.
- Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between the County employee's duty to uphold the public trust and the individual's private interest.

The abuse of these policies can result in disciplinary action up to and including termination, depending on the severity of the violation. In general, the use of good judgment, based on ethical principles, will be the guideline for acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter must be disclosed to the immediate supervisor, Department Head, or Human Resources.

Morton County Property

Uniform, protective clothing, equipment, computer, keys, Id badge, cell phone, are property of Morton County and shall be issued individually to appropriate staff and returned to respective department upon termination of employment or change in employment status that does not require the need for the item(s). All Morton County property shall be returned within five (5) business days of termination or change in employment status.

Morton County property issued to team members is for business use only and is not to be misused or used during off duty hours, unless traveling to or from work. Team Members shall be required to reimburse the department for the careless loss or damage of the uniform, clothing, or equipment.

Addendum:
Originally approved by County Commission on:
Amended by County Commission on:

Portfolio Holder & Board Management Function

Each Commissioner is assigned portfolios (departments). The portfolio holder will manage their Department Heads performance. Associated boards do not have personnel authority but may provide personnel recommendations.

Park Director
Social Services Director
Planning & Zoning
Weed Control Office
Highway Department

DATE: 1/19/18

TO: MORTON COUNTY COMMISSIONERS

FROM: LINDA MORRIS, MORTON COUNTY TAX DIRECTOR

RE: 1/23/2018 ABATEMENTS

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT	APPROVED BY CITY
2017	5111	2 YEAR EXEMPTION	656116910	$371,400	CHAD BARTOSH	$296,400	219 COBBLESTONE LP SW MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5112	2 YEAR EXEMPTION	652007630	$328,900	SHAWN MAXON	$253,900	202 PHILIP CT SE MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5113	2 YEAR EXEMPTION	656110295	$212,100	JARETT DINIUS	$137,100	3721 MCKENZIE DR SE MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5114	2 YEAR EXEMPTION	656111485	$318,000	KURTIS MATTSON	$243,000	707 CANYON RD SW MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5115	2 YEAR EXEMPTION	651811120	$651,400	MURAL POLLERT	$576,400	4307 BORDEN HARBOR PL SE MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2016	5116	2 YEAR EXEMPTION	655395250	$194,600	JOHNNY COFER	$119,600	4516 CORVETTE ST NW MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5117	2 YEAR EXEMPTION	655395250	$194,600	JOHNNY COFER	$119,600	4516 CORVETTE ST NW MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2016	5118	EXEMPT PROPERTY	654737000	$230,200	MANDAN FUNERAL HOME	$50,000	1705 SUNSET DR NW MD	$ 197,200	EXEMPT PROPERTY	1/16/2018
2017	5119	EXEMPT PROPERTY	654737000	$230,200	MANDAN FUNERAL HOME	$50,000	1705 SUNSET DR NW MD	$ 180,200	EXEMPT PROPERTY	1/16/2018
2017	5120	HMSTD CRDT	650147000	$202,900	DARLENE BERGER	$202,900	709 13 AVE NW MD	$ -	HMSTD CRDT	
2017	5121	DIS VET CRDT	660402000	$161,600	JAMES TOEPKE	$161,600	309 LAKE ST NS	$ -	DIS VET CRDT	

Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

MEETING DATE: **1/23/2018**
PREPARATION DATE: **1/19/2018**
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENT #5111 through 5117

STATEMENT/PURPOSE: ABATEMENTS FOR PARCEL LISTED BELOW.

BACKGROUND/ALTERNATIVES: RESIDENTIAL PARCELS LOCATED WITHIN CITY OF MANDAN ALL QUALIFY FOR THE 2 YEAR $75,000 RESIDENTIAL EXEMPTION. A REDUCTION OF $75,000 IS BEING RECOMMENDED BY THE CITY OF MANDAN ON JANUARY 16, 2018.

ATTACHMENTS:

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT	APPROVED BY CITY
2017	5111	2 YEAR EXEMPTION	656116910	$371,400	CHAD BARTOSH	$296,400	219 COBBLESTONE LP SW MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5112	2 YEAR EXEMPTION	652007630	$328,900	SHAWN MAXON	$253,900	202 PHILIP CT SE MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5113	2 YEAR EXEMPTION	656110295	$212,100	JARETT DINIUS	$137,100	3721 MCKENZIE DR SE MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5114	2 YEAR EXEMPTION	656111485	$318,000	KURTIS MATTSON	$243,000	707 CANYON RD SW MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5115	2 YEAR EXEMPTION	651811120	$651,400	MURAL POLLERT	$576,400	4307 BORDEN HARBOR PL SE MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2016	5116	2 YEAR EXEMPTION	655395250	$194,600	JOHNNY COFER	$119,600	4516 CORVETTE ST NW MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018
2017	5117	2 YEAR EXEMPTION	655395250	$194,600	JOHNNY COFER	$119,600	4516 CORVETTE ST NW MD	$ 75,000	2 YEAR EXEMPTION	1/16/2018

FISCAL IMPACT:

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: APPROVAL OF ABATEMENT 5111-5117 AS THE HOMEOWNERS MEET THE QUALIFICATIONS OF THE 2 YEAR TAX EXEMPTION.

SUGGESTED MOTION: MOTION TO APPROVE ABATEMENT NUMBER 511 THROUGH 5117 AS PRESENTED.

Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

MEETING DATE: **1/23/2018**
PREPARATION DATE: **1/19/2018**
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENTS # 5118 & 5119

STATEMENT/PURPOSE: ABATEMENT FOR PARCEL 65-4737000 FOR THE TAX YEARS OF 2016 & 2017.

BACKGROUND/ALTERNATIVES: THE STRUCTURE ON THIS PARCEL IS OWNED AND OPERATED BY THE MASONIC LODGE WHICH IS EXEMPT FROM TAXATION. A REDUCTION OF THE STRUCTURE VALUE FOR IS RECOMMENDED BY THE CITY ON 1/16/2018 FOR 2016 VALUE BY $197,200 AND 2017 VALUE BY $180,200.

ATTACHMENTS:

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT	APPROVED BY CITY
2016	5118	EXEMPT PROPERTY	654737000	$230,200	MANDAN FUNERAL HOME	$50,000	1705 SUNSET DR NW MD	$197,200	EXEMPT PROPERTY	1/16/2018
2017	5119	EXEMPT PROPERTY	654737000	$230,200	MANDAN FUNERAL HOME	$50,000	1705 SUNSET DR NW MD	$180,200	EXEMPT PROPERTY	1/16/2018

FISCAL IMPACT: N/A

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I AM RECOMMENDING AN APPROVAL AND ALSO THE RECOMMENDATION FROM THE CITY OF MANDAN.

SUGGESTED MOTION: A MOTION TO APPROVE ABATEMENT NUMBERS 5118 AND 5119 AS PRESENTED.

Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

MEETING DATE: **1/23/2018**
PREPARATION DATE: **1/19/2018**
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENT #5120

STATEMENT/PURPOSE: HOMESTEAD CREDIT ABATEMENT

BACKGROUND/ALTERNATIVES: N/A

ATTACHMENTS: N/A

FISCAL IMPACT: NONEð CREDIT WILL BE REIMBURSED BY THE STATE

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: RECOMMEND APPROVAL OF ABATEMENT 5120 AS APPLICANT QUALIFY FOR HOMESTEAD CREDIT:

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT
2017	5120	HMSTD CRDT	650147000	$202,900	DARLENE BERGER	$202,900	709 13 AVE NW MD	$ -	HMSTD CRDT

MOTION: MOTION TO APPROVE ABATEMENT AS PRESENTED

Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

MEETING DATE: **1/23/2018**
PREPARATION DATE: **1/19/2018**
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENTS #5121

STATEMENT/PURPOSE: DISABLED VET CREDIT ABATEMENT

BACKGROUND/ALTERNATIVES: N/A

ATTACHMENTS: N/A

FISCAL IMPACT: NONEð CREDIT WILL BE REIMBURSED BY THE STATE

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: RECOMMEND APPROVAL OF ABATEMENT 5121 AS APPLICANTS QUALIFY FOR DISABLE VET CREDIT:

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT	APPROVED BY CITY
2017	5121	DIS VET CRDT	660402000	$161,600	JAMES TOEPKE	$161,600	309 LAKE ST NS	$ -	DIS VET CRDT	

MOTION: MOTION TO APPROVE ABATEMENT AS PRESENTED

Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

MEETING DATE:	January 23, 2018
PREPARATION DATE:	January 17, 2018
SUBMITTING DEPARTMENT:	Road Department
DEPARTMENT DIRECTOR:	Gary Jochim
PRESENTER:	Gary Jochim

SUBJECT: REQUEST APPROVAL TO LOWER THE SPEED LIMIT TO 25MPH ON CO RD 83 ALONG SWEET BRIAR SCHOOL.

STATEMENT/PURPOSE: LOWER SPEED PAST SWEETBRIAR SCHOOL FOR SAFEFTY REASONS

BACKGROUND/ALTERNATIVES: REQUESTED BY RD COMMISSIONER TRAVIS WOLF

ATTACHMENTS: NONE

FISCAL IMPACT: 4 Signs and posts at $100 per installation

STAFF IMPACT: ONE MAN 2 HOURS

LEGAL REVIEW: BY MYSELF PER LAWS IN THE MUTCD CODE BOOK

RECOMMENDATION: PROCEED AS REQUESTED

SUGGESTED MOTION: DO PASS AS RECOMMENDED BY ROAD COMMISSION

Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

MEETING DATE:	January 23, 2018
PREPARATION DATE:	January 23, 2018
SUBMITTING DEPARTMENT:	NDSU Extension Service
DEPARTMENT DIRECTOR:	Karla Meikle
PRESENTER:	Jim Gray, District Director
SUBJECT:	Proposed Base Policy Salary Discussion

STATEMENT/PURPOSE: Discussion on proposed changes to the base policy that would affect each county's cost share for Extension agents.

BACKGROUND/ALTERNATIVES: The State Board of Agricultural Research and Education (SBARE) after evaluating current cost share between the state and county for Extension is proposing changes.

ATTACHMENTS: N/A

FISCAL IMPACT: Increase in county cost share for Extension

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION

SUGGESTED MOTION: For consideration of the 2019 Budget

Tom Doering
Morton County
Emergency Manager

MORTON COUNTY
OFFICE OF
Emergency Management

210 2nd AVENUE N.W. ~ MANDAN, NORTH DAKOTA 58554 ~ PHONE (701) 667-3307

RESCINDED
FIRE EMERGENCY AND BURN BAN
FOR
MORTON COUNTY, NORTH DAKOTA
January 23, 2018

Morton County
State of North Dakota

WHEREAS, the impact of fires will no longer threaten the health, wellbeing, and safety of the citizens and property of Morton County;

NOW THEREFORE, BE IT RESOLVED, that the Board of Morton County Commissioners declares the current Morton County Burn Ban rescinded, effective Tuesday, January 23, 2018

This _____day of _____, 2018

_____
By: Bruce Strinden
Morton County, Commission Chairman

_____
Attest: Dawn Rhone
Morton County, Auditor

MORTON COUNTY AUXILIARY BOARD
APPLICATION FORM

Name: Shauna Laber

Address: 605 1st St NE, Mandan, ND 58554

Cell Phone: 701-390-3601

Email: jrlaber@aol.com

Board or Commission on which you prefer to serve:

Lower Heart Water Resource District Board

List below the skills or qualifications you could bring to this Board or Commission:

It would be an honor and privilege to serve on the LHWRD board. I would devote the time and effort necessary to consider options and take action to address the unique and complex issues in need of timely attention due to the FEMA certification requirements for the Heart River dyke system. I am ready and willing to advocate within our political system to apply for and receive the maximum amount of State and Federal funding sources as possible, with the understanding that the balance of the project fiscal commitment will fall on our citizens.

Given the potential financial impact to the residents of the City of Mandan and surrounding areas together with my current role as a City Commissioner, I am confident that my service will be of great value to this board in order to achieve the most recent goals for the FEMA levy certification as well as the SWIF plan needed for the Army Corps of Engineers. These current needs as well as understanding and advocating for all of the lower heart river district issues, for which this board was created, would be well within my capabilities and understanding. I have extensive professional experience in interviewing contractors, contractor management, scope of work building and holding contractors accountable for the commitments made to build large scale projects on time and within budget. I understand how to read engineered drawings, recently led the City of Mandan's current study of our regional Strom Water Plan, and my service on both planning and zoning boards in our community has given me a global view of watershed issues and city drainage. I have the appropriate educational and professional background that will lend itself well to the work ahead as an integral part of this board.

If you have any special interest or reason for serving on this Board or Commission, please explain below.

The LHWRD board is designed to tackle the water issues that are very important to a majority of the citizens of our County. I am very interested in helping to plan for and address these issues as well as communicate with the governmental stakeholders and citizens, given the immense effort and costs involved. I am willing to serve in this capacity simply to serve our community in an effective manner.

Principal Occupation/Source of Income (check one)

☐ Farmer	☐ Military	☐ Investor/Retired	☐ Clerical & Sales
☐ Laborer	☐ Craftsman	☐ Business Owner	☑ Professional
☐ Government	☐ Student	☐ Other	

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest:
None

List below the associations or institutions with which you are closely associated, or serve as a director or officer:
Prevent Child Abuse North Dakota
Mandan Planning and Zoning Commission
Mandan City Commission
Morton County Planning and Zoning Commission & Dakota Media Access (both as a function of being a City Commissioner)
Mandan Planning and Zoning Commission

Signature: _____ Date: 01/02/2018

Please return application to: Dawn R Rhone, Morton County Auditor – 210 2nd Ave NW – Mandan, ND 58554

Professional Assessment of Shauna Laber

Education/ Certifications/ Licenses:

- Bachelor of Science in Economics, Arizona State University (2001)
- Bachelor of Arts in Political Science, Arizona State University (2001)
- ISO 9000: 2001 Lead Auditor Certification (2002)
- Green Belt Six Sigma Certification from Motorola University, Chicago, IL (2007)
- Licensed Realtor in Arizona (1998-2001) and Wyoming (2009-2012)
- Senior Right of Way Professional designation from the International Right of Way Association (2016)

Work Experience:

- Negotiate easements, land purchases and other real estate interests
- Review plats and title work
- Liaison between different interests and/or entities to complete work activities (city interests, construction, audits, implement new procedures, etc)
- Construct contracts and terms
- Review and approve of contracts, bonding initiatives, revenue needs and respond to the press and public as needed
- Use statistical tools and skills to analyze data, make recommendations and implement improvements
- Review and analyze governmental policy for opportunities, changes or tax implications
- Forecast expenditures, track spending, explain variation and justify asset needs
- Lead, direct and mentor
- Create a scope of work
- Manage a contract from start to completion
- Manage employees and contract workers
- Budgeting
- Work with auditors (Internal, IRS, State Contracts, MSHA, etc.)
- Bring initiatives forward, vote and influence others to improve municipal goals and services
- Testify and help develop legislation
- Improve or develop, then implement new processes to complete work better, faster, within budget, etc.
- Plan and organize projects, processes and procedures to accomplish goals
- Assist and support department heads so they can achieve their goals and/or directives
- Accounting, payroll and benefits
- Work with and on the behalf of abused and neglected children

Community Service & Hobbies:

- City of Mandan: Commissioner Elected to a 4 yr term (2014-2018)
- Prevent Child Abuse North Dakota: Board Member (2016–Present)
- City of Mandan Planning and Zoning: Commissioner, member at large (2011-Present)
- Morton County Planning and Zoning: Commissioner (2014-Present)
- Mandan Public Schools Policy & Personnel Committee Member (2015 - Present)
- Selected for service on the BEPC Our Power My Safety steering team in 2016 for a 3-year term and named co-leader of Continuous Improvement Initiative 4 to Measure Leading Indicators
- IRWA - International Right of Way Association: Secretary for Chapter 72 (2012-2016)
- Mandan Marlins Swim Club: Public Relations and Team Manager/Board Member (2012-2015)
- Freeport Volunteers Committee Member, Chair Person for the annual food drive (2006-2008)
- Society for Mining, Metallurgy and Exploration (SME) Treasurer for the Morenci section (2006-2008)
- Family Support Resources Lead volunteer for the annual Christmas Gift Drive (1993-2001)
- Gardening
- Helping my husband build a cabin at the family farm in New Rockford
- Raising a teen girl - Marching band, slumber parties, language camp, school trips, vacations, shopping, etc.

Other Random Abilities:

- Ethical and responsible
- Take on Challenges
- Focused and driven
- Detail Oriented
- Reliable
- Organized work flow
- Find “work arounds” and/or alternatives in order to reach goals
- Strategic thinker

MORTON COUNTY AUXILIARY BOARD
APPLICATION FORM

Name: Luci Snowden

Address: 1405 6th Ave NW, Mandan, ND 58554

Home Phone: 9372693314 Work Phone: 7019342846

Email: lucille.herrick@gmail.com

Board or Commission on which you prefer to serve:
Lower Heart Water Resource District Board

List below the skills or qualifications you could bring to this Board or Commission:

See Attached Résumé

If you have any special interest or reason for serving on this Board or Commission, please explain below.
I want to serve on the Lower Heart Water Resource District Board as mechanism to serve my community and to further develop my skill base in environmentally related topics and real world applications.

Principal Occupation/Source of Income (check one)

☐ Farmer	☐ Military	☐ Investor/Retired	☐ Clerical & Sales
☐ Laborer	☐ Craftsman	☐ Business Owner	☐ Professional
☐ Government	☐ Student	☑ Other	

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest:
None

List below the associations or institutions with which you are closely associated, or serve as a director or officer:
-North American Stormwater and Erosion Control Association, ND Chapter, Board Member, Nominating Committee Chair
-International Erosion Control Association, General Member, Magazine Editorial Committee Member
-Citizen Appointee on Mandan Community Beautification Committee

Signature: _____ Date: Jan 9, 2018

Please return application to: Dawn R Rhone, Morton County Auditor – 210 2nd Ave NW – Mandan, ND 58554

LUCILLE (HERRICK) SNOWDEN
Lucille.Herrick@gmail.com
(701) 934-2846

RELEVANT EXPERIENCE

Environmental Manager — 2015- Current
Knife River Company, North Dakota Division — Bismarck, ND
Ensure city, county, state, and federal environmental regulatory compliance across ND, SD, MT, and WY through internal training and auditing, coordinating required document submission, and sample collection.

Environmental Scientist — 2011- 2015
North Dakota Department of Health — Bismarck, ND
Permit writer, compliance inspector, data manager, stakeholder training director and enforcement coordinator for the North Dakota Pollutant Discharge Elimination System.

Research Intern — 2011
The Endocrine Disruption Exchange — Paonia, CO
Researched peer reviewed literature and summarized negative health effects caused by chemicals used in the natural gas and oil industry

Material Test Technician — 2010 – 2011
Aeronca Inc. — Middletown, OH
Metallographic and carbon fiber product development, testing, and certification for aerospace applications.

Research Assistant / Dean's Intern — 2010
Cyprus International Institute, Harvard School of Public Health — Limassol, Cyprus
Surveyed for bisphenol A and phthalate exposure via drinking water and performed statistical analysis of data.

Drinking Water Intern — 2009 – 2010
City of Bloomington Utilities Department — Bloomington, IN
Monitored chlorine levels in distribution system, established taste and odor panel protocols, researched comparative distribution system's management of disinfection byproducts.

Graduate Assistant — 2008 – 2010
Indiana University School of Public and Environmental Affairs — Bloomington, IN
Plan and led class discussions, evaluated course grades, and tutored students during office hours.

Water Quality Assessment Intern — 2009
Indiana Department of Environmental Management — Indianapolis, IN
Collected biological samples and performed in situ chemical characteristic tests within the Kankakee River watershed.

LUCILLE (HERRICK) SNOWDEN
Lucille.Herrick@gmail.com
(701) 934-2846

RELEVANT EXPERIENCE CONTINUED

Laboratory Technician 2007 – 2008
Test America Inc. Dayton, OH
Processed aqueous and non-aqueous samples for ICP and ICPMS metals analysis.

Undergraduate Research Assistant 2006 – 2007
The University of Toledo Department of Environmental Sciences Toledo, OH
Identified, classified, mounted, and photographed South American ant specimens for museum display and field guide.

Surface Water Intern 2006 – 2006
Ohio Environmental Protection Agency Dayton, OH
Field inspector for National Pollutant Discharge Elimination System stormwater permit compliance at construction sites

CERTIFICATIONS

N.D.D.O.H. Visible Emissions Certificate October 2017
University of Minnesota Erosion and Stormwater Management Certification Program Construction SWPPP Design, Construction Site Management, 2015
U.S.E.P.A. Watershed Management Training Certificate, 2011

PUBLICATIONS

Colborn T, Schultz K, ***Herrick L,*** and Kwiatkowski C. 2012. An exploratory study of air quality near natural gas operations. Hum Ecol Risk Assess: doi: 10.1080/10962247.2012.759166

EDUCATION

M.S. Environmental Science, Concentration: Water Resources, Indiana University, 2010
B.S. Environmental Science, Concentration: Geology, University of Toledo, 2007

ORGANIZATIONS

Community Beautification Committee, City of Mandan, Citizen Appointee, 2018-2020
North American Stormwater and Erosion Control Association, ND Chapter, Board Member, Nominating Committee Chair
International Erosion Control Association, General Member, Magazine Editorial Committee Member