Morton County Commission Meeting Agenda

November 9, 2017
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 Strinden

1. Mark Billings/Program Coordinator, Best Friends Mentoring

2. Brian Ritter/President, Bismarck –Mandan Development Association
   - Presentation from Brian Ritter & Al Anderson regarding the Potential Merge of the Bismarck –Mandan Development Association (BMDA) and Bismarck-Mandan Chamber of Commerce.

3. Linda Morris/MC Tax Director
   - Abatements for boards consideration

4. Natalie Pierce/County Planner
   - Final plat of a long-form subdivision known as Nuss Second Subdivision and a zoning map amendment from Agricultural (A) District to Residential (R) District for approx. 6 acres in the SE ¼ of Section 32, Township 139 N, Range 82 W, Morton County

5. Dawn Rhone/County Auditor
   - Preliminary Resolution to change the County Recorder to an appointed position
   - Preliminary Resolution to combine the Auditor and Treasurer positions

*ISSUES MAY BE ADDED OR DELETED BY MEETING DAY.

MORTON COUNTY COMMISSION REGULAR MEETING
October 24, 2017

The Morton County Commission Regular Meeting was called to order on October 26, 2017 at 5:30 PM by Vice-Chairman Strinden at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Commissioners Zachmeier and Boehm, Auditor Rhone, States Attorney Koppy and Assistant States Attorney Grosinger. Absent were Commissioners Schulz and Leingang.

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

Boehm moved and Zachmeier seconded to approve the minutes of the October 12, 2017 regular meeting. All voting aye, motion carried.

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

Boehm moved and Zachmeier seconded to approve the farm residence exemption abatement #5051. All voting aye, motion carried.

Boehm moved and Zachmeier seconded to approve reassessment abatements #5052-5054. All voting aye, motion carried.

Boehm moved and Zachmeier seconded to approve homestead credit abatement #5055. All voting aye, motion carried.

Boehm moved and Zachmeier seconded to approve signing the Maintenance Certification for the NDDOT. All voting aye, motion carried.

The total of all county funds expended from October 13, 2017 through October 24, 2017, equals $1,502,279.44. 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.

Leingang moved and Boehm seconded to adjourn at 5:37 PM. All voting aye, motion carried.

Cody Schulz, Chairman, Morton County Commission _____

Dawn R Rhone, County Auditor _____

Are you someone's Best Friend? Could you be?

You can choose a School-Based or Community-Based mentoring program; you get a background check, some training, and you make a 9-12 month commitment to spend one hour a week with your mentee. You must be 16 years old for the School-Based program, and 18 for the Community-Based program. You'll be matched with a same-sex child, aged 6–16.

Best Friends Mentoring Program
(701) 483-8615
135 W. Villard Street, Dickinson, ND 58601
www.bestfriendsnd.org

BESTFRIENDS
MENTORING PROGRAM

ABOUT WESTERN WELLNESS FOUNDATION, INC.

The Best Friends Mentoring Program is a program of Western Wellness Foundation, Inc., a non-profit 501(c)3 organization formed in 1995. The organization has delivered mentoring programs to over 2,000 young people since then, and delivers its programs with the help of over 600 enthusiastic community volunteers. Through its mentoring programs, Western Wellness Foundation, Inc. truly executes its mission of "making a positive difference in children and families, one at a time."

WWW.BESTFRIENDSND.ORG

A mentor is someone who sees more within you and helps bring it out of you

IN 2015, NEARLY 230 KIDS WENT THROUGH juvenile court in our community; nearly 100 were placed in out-of-home care, and 147 "new kids in town" had to learn an entirely new language and culture. **Who can kids in tough situations look to for extra support and guidance?**

If you were their mentor, they could look to you—for advice and guidance, for always listening, for help with schoolwork, for being their most trusted friend.

By the numbers

Kids mentored by our organization are:

- **91%** less likely to skip school
- **45%** less likely to use illegal drugs
- **32%** less likely to use physical violence to solve problems

And...

- **94%** improved their grades
- **88%** improved their social skills

What mentoring teaches you about yourself

Mentoring teaches you about relationships, about how to step outside of your own interests for a better result. It teaches you how to make someone stronger by focusing on their strengths. **It may be the most selfless, yet responsible, effort of your life.** A lot of famous people have learned more about themselves by being mentors—people like Jay Z, Josh Duhamel, Madonna, even President Obama.

DATE: 11/6/17

TO: MORTON COUNTY COMMISSIONERS

FROM: LINDA MORRIS, MORTON COUNTY TAX DIRECTOR

RE: NOVEMBER 9, 2017 ABATEMENTS

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT
2016	5056	FARM RES	45-0085000	$228,300	RONALD BORCHELT	$169,200	18-139-85 S 1/2 NE 1/4	$ 59,100.00	FARM RES
2017	5057	FARM RES	45-0085000	$238,500	RONALD BORCHELT	$179,400	18-139-85 S 1/2 NE 1/4	$ 59,100.00	FARM RES
2015	5058	FARM RES	05-0069000	$85,500	KIM KINGSLEY	$30,700	6930 26TH AVE SOLEN ND	$ 54,800.00	FARM RES
2017	5059	RESSESSMENT	65-5513545	$5,000	KEIDEL FAMILY LIMITED	$0	3-138-81	$ 5,000.00	REASSESSMENT
2017	5060	RESSESSMENT	02-0024000	$200	MERLE ALLEN REVOCABLE	$0	15-134-79 2.23 ACRES	$ 200.00	REASSESSMENT
2017	5061	RESSESSMENT	02-0026000	$4,200	MERLE ALLEN REVOCABLE	$0	16-134-79 50.51 ACRES	$ 4,200.00	REASSESSMENT
2016	5062	HMSTD CRDT	63-0687000	$134,900	WILLIAM FISCHER	$134,900	113 F ST S GLEN ULLIN	$ -	HMSTD CRDT
2017	5063	RESSESSMENT	65-5850000	$60,600	JERRY F & KORINNE E KIST	$5,000	MANDAN LANDS 6.60 ACRES	$ 55,600.00	REASSESSMENT
2017	5064	RESSESSMENT	65-5851000	$60,600	JERRY F & KORINNE E KIST	$5,000	MANDAN LANDS 6.61 ACRES	$ 55,600.00	REASSESSMENT

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

MEETING DATE: **11/09/2017**
PREPARATION DATE: **11/06/2017**
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENT #5063 AND 5064

STATEMENT/PURPOSE: ABATEMENT FOR PARCEL 65-5851000 AND 65-3585000 FOR THE YEAR OF 2017.

BACKGROUND/ALTERNATIVES: REASSESSMENT ON BOTH PARCELS FIND THEY ARE LOCATED IN THE HEART RIVER FLOODWAY AND ARE NON USABLE AT THIS TIME. THE PARCELS OF THE LAND WERE VALUED FOR 2017 TAX YEAR AS USABLE VACANT LOTS. WE ARE REQUESTING A REDUCTION OF $55,600 PER PARCEL.

ATTACHMENTS:

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT
2017	5063	RESSESSMENT	65-5850000	$60,600	JERRY F & KORINNE E KIST	$5,000	MANDAN LANDS 6.60 ACRES	$ 55,600.00	REASSESSMENT
2017	5064	RESSESSMENT	65-5851000	$60,600	JERRY F & KORINNE E KIST	$5,000	MANDAN LANDS 6.61 ACRES	$ 55,600.00	REASSESSMENT

FISCAL IMPACT: APPROXIMATELY -$1,400

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: APPROVAL OF ABATEMENTS

SUGGESTED MOTION: MOTION TO APPROVE ABATEMENT NUMBERS 5063 AND 5064 AS PRESENTED.

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

MEETING DATE: **11/9/2017**
PREPARATION DATE: **11/6/2017**
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENTS# 5056-5057-5058

STATEMENT/PURPOSE: ABATEMENT FOR PROPERTY LOCATED IN SEC 18-TWP 139-RAN 85 NE ¼ AND 5058 LOCATED AT 6930 26TH AVE SOLEN HAD BEEN ASSESSED WITH FARM RESIDENCES. BOTH TAXPAYERS, BORCHELT AND KINGSLEY QUALIFY FOR FARM RESIDENCE EXEMPT.

BACKGROUND/ALTERNATIVES: N/A

ATTACHMENTS: N/A

FISCAL IMPACT: REDUCTION OF TOTAL MARKET VALUE OF $173,000

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: RECOMMEND APPROVAL OF ABATEMENT 5056, 5057, AND 5058 AS FOLLOWS:

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT
2016	5056	FARM RES	45-0085000	$228,300	RONALD BORCHELT	$169,200	18-139-85 S 1/2 NE 1/4	$ 59,100.00	FARM RES
2017	5057	FARM RES	45-0085000	$238,500	RONALD BORCHELT	$179,400	18-139-85 S 1/2 NE 1/4	$ 59,100.00	FARM RES
2015	5058	FARM RES	05-0069000	$85,500	KIM KINGSLEY	$30,700	6930 26TH AVE SOLEN ND	$ 54,800.00	FARM RES

MOTION: MOTION TO APPROVE ABATEMENT AS PRESENTED

Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
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MEETING DATE: **11/9/2017**
PREPARATION DATE: **11/6/2017**
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENT #5062

STATEMENT/PURPOSE: HOMESTEAD CREDIT ABATEMENT

BACKGROUND/ALTERNATIVES: N/A

ATTACHMENTS: N/A

FISCAL IMPACT: NONE—CREDIT TAX REIMBURSED BY THE STATE

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: RECOMMEND APPROVAL OF ABATEMENT 5062 AS APPLICANT QUALIFIES FOR HOMESTEAD CREDIT:

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT
2016	5062	HMSTD CRDT	63-0687000	$134,900	WILLIAM FISCHER	$134,900	113 F ST S GLEN ULLIN	$ -	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: **11/09/2017**
PREPARATION DATE: **11/06/2017**
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENT #5059, 5060, & 5061

STATEMENT/PURPOSE: ABATEMENT FOR THE YEAR OF 2017.

BACKGROUND/ALTERNATIVES: REASSESSMENT OF THIS PARCEL INDICATES ACRES HAD BEEN ASSESSED AND SHOULD BE DELETED AS THE PARCELS NO LONGER EXISTS. REDUCTIONS ARE AS FOLLOWS:

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT
2017	5059	RESSESSMENT	65-5513545	$5,000	KEIDEL FAMILY LIMITED	$0	3-138-81	$ 5,000.00	REASSESSMENT
2017	5060	RESSESSMENT	02-0024000	$200	MERLE ALLEN REVOCABLE	$0	15-134-79 2.23 ACRES	$ 200.00	REASSESSMENT
2017	5061	RESSESSMENT	02-0026000	$4,200	MERLE ALLEN REVOCABLE	$0	16-134-79 50.51 ACRES	$ 4,200.00	REASSESSMENT

ATTACHMENTS: N/A

FISCAL IMPACT: REDUCTION OF TOTAL MARKET VALUE OF $ 9,400.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: RECOMMENDING A MOTION TO APPROVE ABATEMENTS FOR 2017 AS THE PARCELS DO NOT EXIST.

SUGGESTED MOTION: A MOTION TO APPROVE ABATEMENTS PRESENTED.

P&Z SUMMARY | FOR NOVEMBER 9, 2017 COMMISSION MEETING

1. The final plat of a long-form subdivision known as **Nuss Second Subdivision** and a zoning map amendment from Agricultural (A) District to Residential (R) District for approx. 6 acres in the SE¼ of Section 32, Township 139 N, Range 82 W, Morton County.

    a. **Summary**: the applicant intends to subdivide three two-acre residential lots from an 86.98 acre tract. The lots are intended to be transferred to the three children of Don Nuss.

    The tract lies within the Northeast Morton County Future Land Use Planning Area. The future land use designation for the proposed subdivision is "Agricultural." Within a one-mile radius surrounding the proposed subdivision there are a total of 5 residential lots. The remaining surrounding land is agricultural/vacant land.

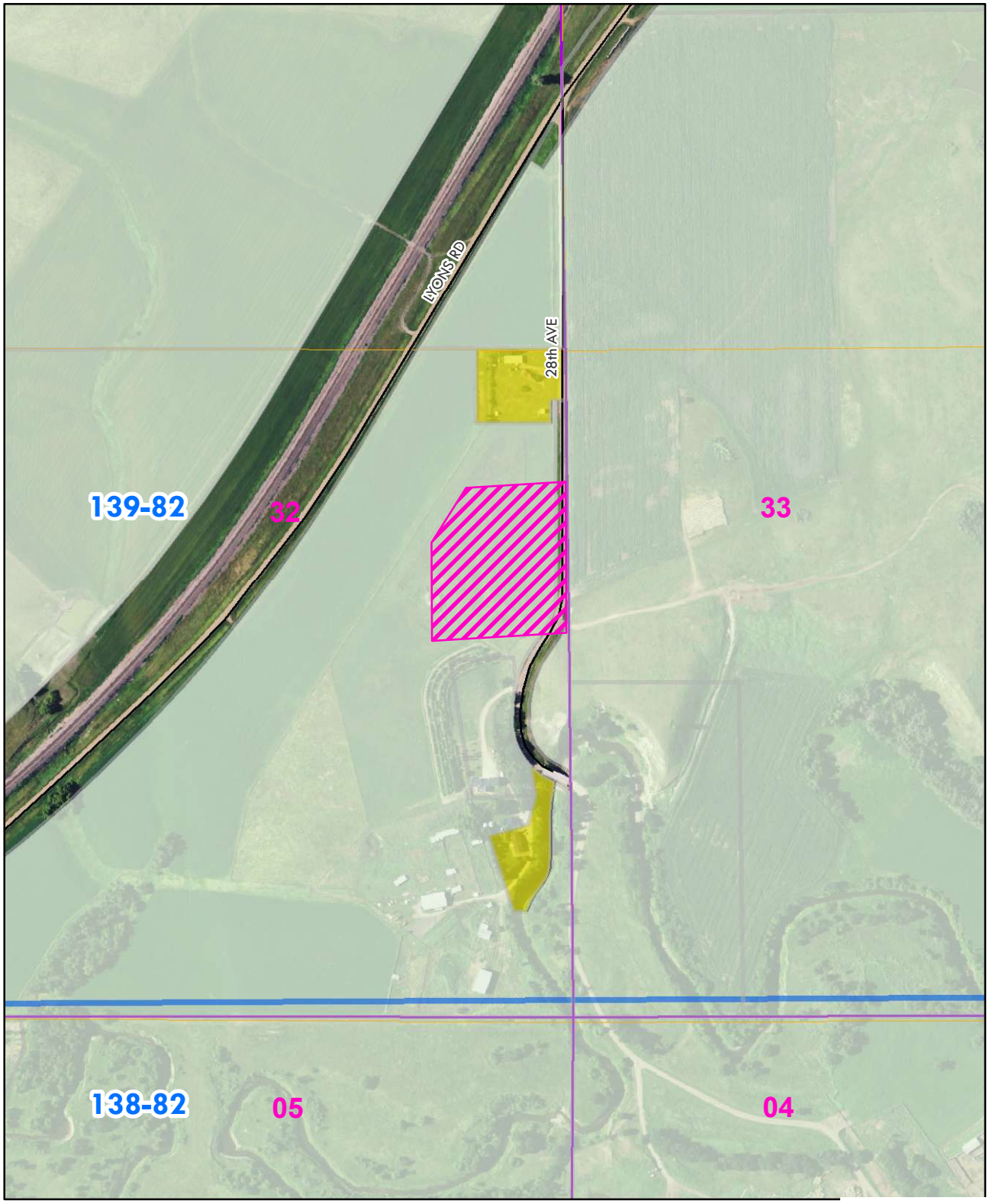
    Rural water service is not available to serve the proposed subdivision, though electric power service is available. Emergency response services are capable of reaching the subdivision.

    Staff recommended denial of the final plat.

    b. **P&Z Commission Recommendation**: deny (vote of 6-0).

Nuss Second Subdivision

Morton County Planning and Zoning Department
Created: 7/20/2017



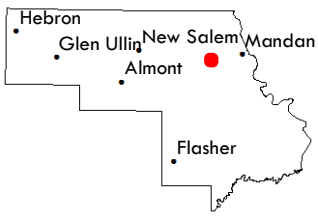
Zoning

- Agricultural
- Residential
- Residential Multifamily
- Limited Industrial
- Industrial
- Recreational
- Limited Commercial
- Commercial

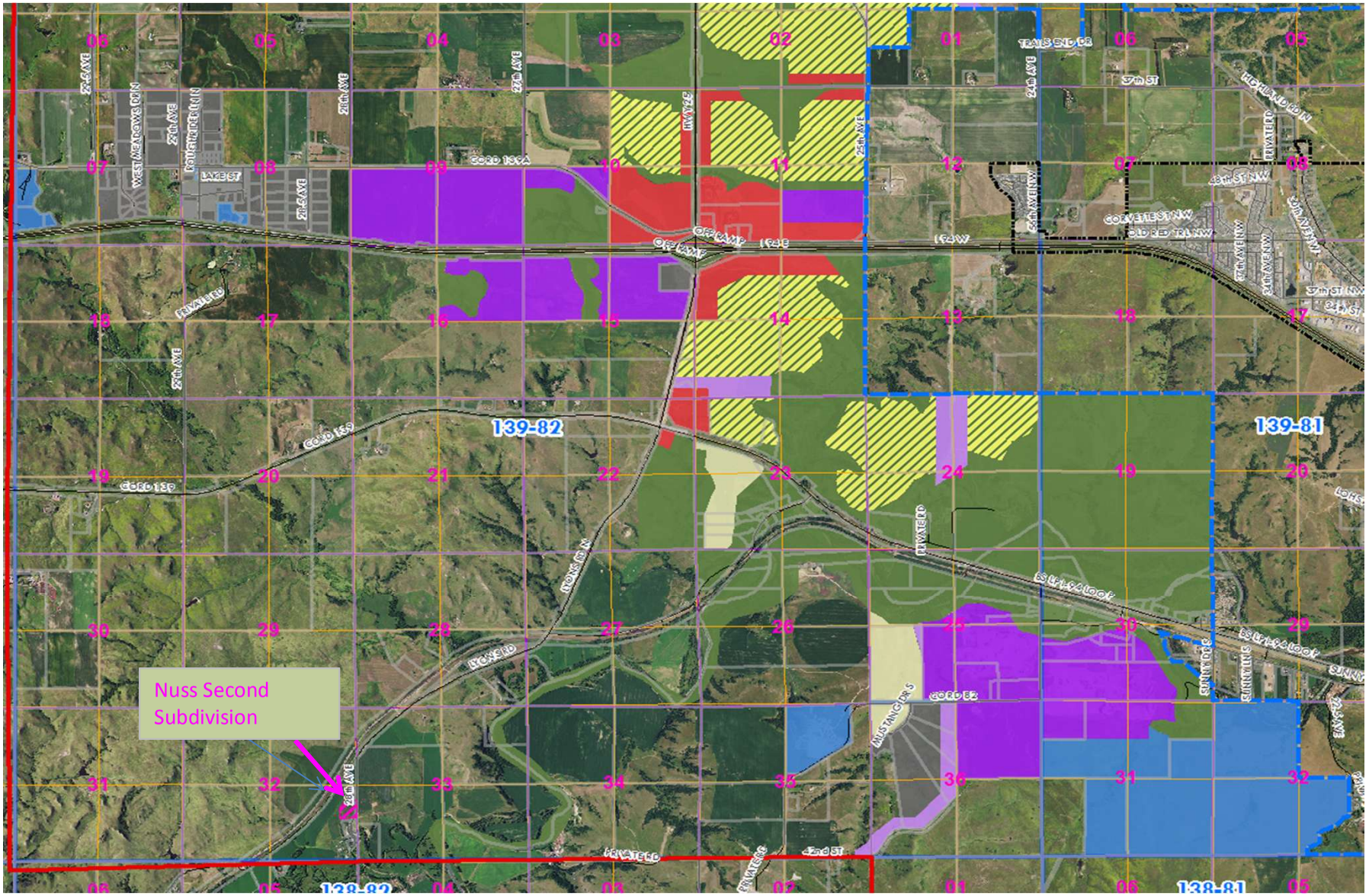
Project Area

N

0 250 500 1,000 Feet



Proposed boundaries of site not exact.
For planning purposes only.



Northeast Morton County Future Land Use Map (excerpt)

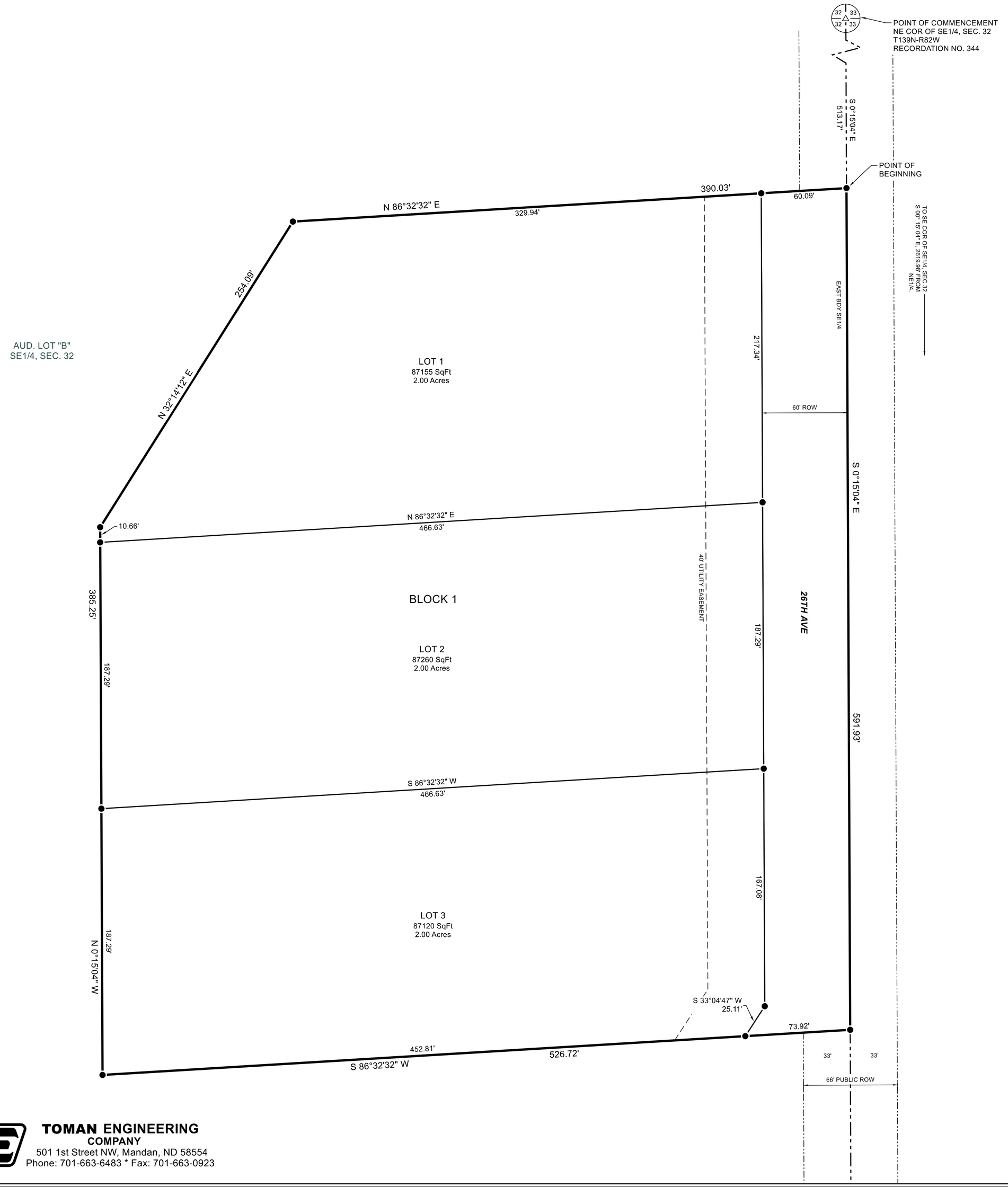
No color /topographic imagery = Agricultural FLU Designation

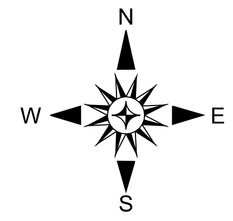
Red line = plan area boundary

NUSS SECOND SUBDIVISION

OF MORTON COUNTY, NORTH DAKOTA

PART OF AUDITOR'S LOT "B" OF THE SE1/4, SECTION 32, T139N-R82W, MORTON COUNTY, NORTH DAKOTA





8-24-2017

0 40' 80'

HORIZ. DATUM: NAD83
VERT. DATUM: NAVD88

LEGEND

- △ FOUND SECTION/QUARTER CORNER
- ○ FOUND REBAR MONUMENT
- ● SET REBAR MONUMENT

OWNER:
CHRISTIAN NUSS (LIFE ESTATE) & DONALD J. NUSS
2835 LYONS ROAD
MANDAN, ND 58554

BASIS OF BEARING:
EAST BOUNDARY SE1/4 SEC. 32
SOUTH 00° 15' 04" EAST

NOTES:
1. BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS DOCUMENTS OF RECORD DUE TO DIFFERENT METHODS OF FIELD MEASUREMENT.

AUDITOR'S OFFICE, MORTON CO., ND.
DELIQUENT TAXES AND SPECIAL ASSESSMENTS OR INSTRUMENTS OF SPECIAL ASSESSMENTS, PAID AND TRANSFER ACCEPTED.

DAWN R. RHONE, COUNTY AUDITOR

BY _____, DEPUTY

APPROVED BY COUNTY AUDITOR'S OFFICE
DAWN R. RHONE, AUDITOR

BY_____, DEPUTY

DATE: _____

DESCRIPTION OF PROPERTY

A TRACT OF LAND BEING A PART OF AUDITOR'S LOT "B" OF THE SE1/4 OF SECTION 32, TOWNSHIP 139 NORTH, RANGE 82 WEST OF THE 5TH PRINCIPAL MERIDIAN, MORTON COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE SE1/4 OF SECTION 32, T139N-R82W; THENCE SOUTH 00° 15' 04" EAST ALONG THE EAST BOUNDARY LINE OF SAID SE1/4 FOR 2619.98 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 00° 15' 04" EAST ALONG SAID SE1/4 FOR 591.93 FEET; THENCE SOUTH 86° 32' 32" WEST FOR 526.72 FEET; THENCE NORTH 00° 15' 04" WEST FOR 385.25 FEET; THENCE NORTH 32° 14' 12" EAST FOR 254.09 FEET; THENCE NORTH 86° 32' 32" EAST FOR 390.03 FEET TO THE POINT OF BEGINNING, SAID TRACT OF LAND CONTAINING 6.82 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, ANDRA L. MARQUARDT, NORTH DAKOTA REGISTERED LAND SURVEYOR NO. 4623, HEREBY CERTIFY THAT I HAVE CAUSED TO BE SURVEYED BY MY FORCES UNDER MY SUPERVISION THE PROPERTY DESCRIBED HEREON AND I HAVE PREPARED THE ACCOMPANYING PLAT; FURTHER, THAT DISTANCES INDICATED HEREON ARE IN FEET AND HUNDREDTHS THEREOF, AND BEARINGS ARE INDICATED IN QUADRANTS AND DEGREES, MINUTES, AND SECONDS THEREOF; FURTHER, THAT SAID PLAT DOES TRULY SHOW THE SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____
ANDRA L. MARQUARDT, RLS 4623

STATE OF NORTH DAKOTA)
)SS
COUNTY OF MORTON)

ON THIS_____DAY OF _____, 2017, THERE APPEARED BEFORE ME ANDRA L. MARQUARDT, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE ABOVE CERTIFICATE AND DID ACKNOWLEDGE TO ME THAT SHE EXECUTED THE SAME AS HER OWN FREE ACT AND DEED.

_____
HARVEY SCHNEIDER
NOTARY PUBLIC, NORTH DAKOTA

OWNER'S CERTIFICATE OF DEDICATION

WE, THE UNDERSIGNED, BEING SOLE OWNERS OF THE LAND PLATTED HEREIN, CHRISTIAN NUSS HOLDING A LIFE-ESTATE ON THE LAND, DO HEREBY VOLUNTARILY CONSENT TO THE EXECUTION OF SAID PLAT AND DO DEDICATE ALL THE RIGHT OF WAY IDENTIFIED HEREIN TO THE PUBLIC FOREVER. WE ALSO DEDICATE EASEMENTS UNDER THE PROVISIONS OF SECTION 7-070 OF THE MORTON COUNTY LAND USE CODE AND INDICATED ON THE PLAT WITH THE DESIGNATION OF "UTILITY EASEMENT."

_____ _____
CHRISTIAN NUSS DONALD J. NUSS

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, THIS_____DAY OF _____, 2017.

_____ NOTARY PUBLIC
_____ COUNTY, _____
MY COMMISSION EXPIRES:_____

PLANNING COMMISSION APPROVAL

THE SUBDIVISION OF LAND SHOWN HEREON HAS BEEN APPROVED BY THE PLANNING COMMISSION OF THE COUNTY OF MORTON, NORTH DAKOTA THIS _____DAY OF _____, 2017 IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH DAKOTA, AND THE REGULATIONS ADOPTED BY THE PLANNING COMMISSION OF SAID COUNTY IN WITNESS WHEREOF ARE SET THE HANDS AND SEALS OF THE CHAIRMAN AND THE SECRETARY OF THE PLANNING COMMISSION OF MORTON COUNTY, NORTH DAKOTA.

_____ _____
DENNIS ROHR - CHAIRMAN DAWN R. RHONE - SECRETARY

APPROVAL BY THE BOARD OF COUNTY COMMISSIONERS

THE BOARD OF COUNTY COMMISSIONERS OF MORTON COUNTY, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND SHOWN HEREON AND HAS ACCEPTED THE DEDICATION OF ALL STREETS, ALLEYS, AND PUBLIC WAYS SHOWN HEREON. THE FOREGOING ACTION BY THE BOARD OF COUNTY COMMISSIONERS OF MORTON COUNTY, NORTH DAKOTA, WAS TAKEN BY RESOLUTION APPROVED THIS _____DAY OF _____, 2017.

_____ _____
DAWN R. RHONE - COUNTY AUDITOR CODY SCHULZ
COMMISSION CHAIRMAN

COUNTY APPROVAL

WE, THE UNDERSIGNED, AFTER REVIEW APPROVE AS TO FORM THE SUBDIVISION OF LAND AS SHOWN HEREON.

_____ _____
MIKE AUBOL - COUNTY ENGINEER NATALIE PIERCE
PLANNING & ZONING DIRECTOR

4413
TOMAN ENGINEERING COMPANY
501 1st Street NW, Mandan, ND 58554
Phone: 701-663-6483 * Fax: 701-663-0923

NUSS SECOND SUBDIVISION

A PRELIMINARY RESOLUTION ADOPTING THE PLAN TO COMBINE COUNTY AUDITOR AND TREASURER POSITIONS

WHEREAS, the voters of Morton County enacted a Home Rule Charter (HRC) in 2014 pursuant to North Dakota Century Code (NDCC) Chapter 11-09.1; and

WHEREAS, within HRC Article 2, Section 3, the voters gave the Morton County Board of Commissioners the authority to eliminate, combine, separate, or redesignate elected or appointed offices using the procedures set forth in NDCC Chapter 11-10.2; and

WHEREAS, NDCC Chapter 11-10.2 requires a proposed plan for combining or separating county offices, or redesignating a county office as elective or appointive; and

WHEREAS, the complete text of the proposed plan shall be published in the official newspaper of the county, at least once during two different weeks within the thirty-day period immediately following the adoption of this preliminary resolution; and

WHEREAS, the board of county commissioners shall hold public hearings and community forums or use other suitable means to disseminate information, receive suggestions and comments, and encourage public discussion of the purpose, conclusions, and recommendations of the plan; and

NOW, THEREFORE, be it resolved by the Morton County Board of Commissioners that the plan, attached hereto, detailing the combination of the County Auditor and Treasurer positions is hereby adopted.

DATED at Mandan, North Dakota, this 9th day of November, 2017

APPROVED:

_____
Cody Schulz, Chairman
Morton County Board of Commissioners

ATTEST:

_____
Dawn R Rhone
Morton County Auditor

PROPOSED PLAN FOR COMBINING THE OFFICES OF MORTON COUNTY AUDITOR & MORTON COUNTY TREASURER

The decrease in workload and budget concerns has caused the Board of County Commissioners for Morton County to analyze the functions of the Treasurer's office and examine the benefits of consolidating it with the Auditor's office. Statutory authority for consolidation is found in Chapter 11-10.2 of the North Dakota Century Code ("N.D.C.C").

I. ANALYSIS OF THE OFFICE OF COUNTY AUDITOR

The Auditor is elected for a term of four years and takes office the first Monday of April succeeding election. N.D.C.C. § 11-13-01. The position of Auditor covers a wide spectrum of duties and responsibilities enumerated throughout the N.D.C.C. but primarily in Chapter 11-13. The following duties and responsibilities are representative of those entrusted to the Auditor.

The Auditor is the chief financial officer of the county responsible for keeping complete and detailed records of all financial transactions of the county, including preparation of the county budget, monthly business transactions, preparation of financial statements, and management of claims against the county.

The Auditor is responsible for the calculation of mill levies for all taxing districts, preparation of tax lists, maintenance of outstanding lists, administering tax title actions, and conducting tax sales.

The Auditor serves as a clerk to the Board of County Commissioners and several related boards and committees.

The Auditor is the elections administrator for the county, responsible for all phases of federal, state, and local elections.

EXISTING ORGANIZATION OF THE OFFICE OF COUNTY AUDITOR

The existing organization of the Auditor's office includes the following positions and primary duties:

AUDITOR: Overall responsibility for operation of the office, supervision of employees, and fulfillment of all statutory duties.

PAYROLL SPECIALIST: Provides assistance with various activities in support of payroll operations, and all aspects of timely and accurate processing of the County payroll. Also performs a variety of the more complex specialized accounts, document processing, and technical record keeping and support work; verifies tax collections and processes payments of the tax collections to various governing entities in Morton County. Reviews specialized documents and information, assisting the public and/or other County staff with the accuracy and completeness of the information.

ADMINISTRATIVE ASSISTANT: Provides administrative functions and coordinates/manages administrative operations within the Auditor's department. Duties involve activities associated with high-level administrative office support functions requiring analysis and judgement for the development, implementation, improvement, and coordination of administrative office operations of the department. Tasks involve the application of knowledge regarding County rules, regulations, policies, and procedures in carrying out complex administrative office support duties; making and communicating decisions to citizens.

REAL ESTATE TECHNICIAN: Responsible for maintaining county tax data & parcels as well as various aspects of the tax program. This may include maintaining and updating tax rolls, special assessments, abatements & refunds, and allocating monies from the State. It will also include coordinating the election process and maintaining elections information.

ACCOUNTING TECHNICIAN: Performs a wide variety of complex accounting functions, with primary responsibility for accounts payable.

HUMAN RESOURCES DIRECTOR: Overall responsibility for all aspects of Human Resources for the County. Develops effective HR procedures and policies and advises department heads on employment issues. Responsible for oversight of the payroll process. Recruits applicants for open positions, oversees investigations and complex employee relation issues.

FUNCTIONS AND PROCEDURES OF THE OFFICE OF COUNTY AUDITOR

The office of Auditor has several primary functions performed by no other department or agency. They include property tax levy calculations, property assessment roll maintenance, county-wide elections, county budget preparation and monitoring, payroll, financial management and recordkeeping.

Secondary functions of the office include serving as clerk to several boards and commissions, serving as a central management department, managing service contracts with other entities, and carrying out the directives of the Board of County Commissioners. The office also provides information to the public on a wide variety of county related issues. The county auditor's staff also provides staff support to various offices as needed. Secondary functions also include counter service for the public and providing tax collection related information to abstractors and financial institutions.

II. ANALYSIS OF THE OFFICE OF COUNTY TREASURER

The Treasurer is elected for a term of four years and takes office the first Monday of May succeeding election. N.D.C.C. § 11-14-02. The duties and responsibilities entrusted to the Treasurer are enumerated primarily in N.D.C.C. Chapter 11-14. The Treasurer is the chief collection officer for county revenue and is responsible for keeping accurate accounts of all receipts and expenditures for tax monies and other revenue that come into the Treasurer's hands. The Treasurer prepares a regular statement of receipts and disbursements and files a copy with the Auditor together with all receipts issued. Investments of county funds and payment of county obligations are also responsibilities of the Treasurer, including keeping

accounting records of the same. Funds collected on behalf of political subdivisions are apportioned by the Treasurer for remittance to the appropriate political subdivisions.

EXISTING ORGANIZATION OF THE OFFICE OF COUNTY TREASURER

The existing organization of the Treasurer's office includes the following positions and primary duties:

TREASURER: Overall responsibility for operation of the office, supervision of employees and fulfillment of all statutory duties.

CHIEF DEPUTY TREASURER: Responsible for collection of property tax and special assessments for the county and all cities within Morton County. Duties include accounting and documentation work related to receipting monies, deposit, disbursement, and investment of County monies. This position oversees the department in the Treasurer's absence.

DEPUTY TREASURER: responsible for collection of property tax and special assessments for the county and all cities in Morton County. Duties include accounting and documentation work related to the receipt, deposit, disbursement, and investment of County monies.

FUNCTIONS AND PROCEDURES OF THE OFFICE OF COUNTY TREASURER

The office of Treasurer has several primary functions including collection of taxes, issuing receipts, apportioning collections, serving as custodian of funds and monitoring county investments including maintaining and balancing county bank accounts.

Secondary functions include counter service to the public and providing tax related information to banking institutions, real estate agents, and others involved in real property activities.

III. THE PLAN

The offices of Morton County Auditor and Morton County Treasurer will be combined effective May 1, 2019, or the last day the current elected Treasurer serves in that capacity, whichever occurs first, and will involve the following changes:

1. The office of Treasurer will be combined with Auditor and all statutory duties assigned to the Auditor.
2. Overall management and supervisory responsibility of the combined office will be assigned to the Auditor.
3. The term of office for the Treasurer will be changed to that of the Auditor, to wit, the first Monday in April next succeeding the Auditor's election.
4. The Combined office of Auditor/Treasurer will remain an elective office.

5. The qualified electors of Morton County will retain the right of referral of this Plan as set forth in N.D.C.C. §11-10.2-02(1).

PROPOSED AUDITOR/TREASURER OFFICE ORGANIZATION

The combination of these two functionally-related offices is intended to increase efficiency and decrease costs for performing the functions and providing the services required by law of both offices, without reducing the quality of either office. The Auditor will assume all statutory duties of the Treasurer in addition to the duties now assigned to the Auditor. The position of County Treasurer will not be filled. The Board of County Commissioners will continue to provide necessary staff, office space and equipment necessary to perform without diminution the functions required of both offices.

Current staff positions may be assigned additional duties and will have their position descriptions and pay levels reviewed to determine if reclassification is necessary.

EFFECTIVENESS AND EFFICIENCY

The effectiveness of the combined offices will be improved through centralized management and oversight. The duties assigned to both offices will be carried out in a manner consistent with law but without the duplication or disagreement as may occasionally arise between two independently-elected officials. The efficiency of the combined offices will be improved in two respects. First, centralized and consolidated management will ensure consistent policies and procedures among the two primary finance offices for Morton County government. Second, cross-training of personnel will ensure a higher level of service to the system of checks and balances for handling the county's accounts. Finally, by retaining this combined office as an elective position, the people of Morton County are assured their customary safeguard of a ballot to ensure effective and efficient service to the public.

A PRELIMINARY RESOLUTION ADOPTING THE PLAN TO CONVERT COUNTY RECORDER FROM ELECTIVE TO APPOINTIVE POSITION

WHEREAS, the voters of Morton County enacted a Home Rule Charter (HRC) in 2014 pursuant to North Dakota Century Code (NDCC) Chapter 11-09.1; and

WHEREAS, within HRC Article 2, Section 3, the voters gave the Morton County Board of Commissioners the authority to eliminate, combine, separate, or redesignate elected or appointed offices using the procedures set forth in NDCC Chapter 11-10.2; and

WHEREAS, NDCC Chapter 11-10.2 requires a proposed plan for combining or separating county offices, or redesignating a county office as elective or appointive; and

WHEREAS, the complete text of the proposed plan shall be published in the official newspaper of the county, at least once during two different weeks within the thirty-day period immediately following the adoption of this preliminary resolution; and

WHEREAS, the board of county commissioners shall hold public hearings and community forums or use other suitable means to disseminate information, receive suggestions and comments, and encourage public discussion of the purpose, conclusions, and recommendations of the plan; and

NOW, THEREFORE, be it resolved by the Morton County Board of Commissioners that the plan, attached hereto, detailing the conversion of the office of County Recorder from an elective to an appointive position is hereby adopted.

DATED at Mandan, North Dakota, this 9th day of November, 2017

APPROVED:

_____
Cody Schulz, Chairman
Morton County Board of Commissioners

ATTEST:

_____
Dawn R Rhone
Morton County Auditor

Plan to Designate
The Office of Morton County Recorder
To an Appointed Office

The Morton County Commission believes it is in the best long-term interest of Morton County to provide for the employment of qualified, experienced, knowledgeable and technically competent county officeholders. The Morton County Recorder is the keeper of the land records for Morton County. It is in the County's best interest to ensure continuity of personnel and to consider contingency and transitional planning for the position of Morton County Recorder. For those reasons, the Commission believes it is in the best long-term interests of Morton County to exercise its authority to designate the Office of Morton County Recorder as an appointed position, whereby the Morton County Commission will appoint the Morton County Recorder. The Commission has composed the following plan to accomplish this change.

ANALYSIS:

The County Recorder is currently elected for a term of four years and takes office the first business day of January succeeding the election. The position of County Recorder covers a wide spectrum of duties and responsibilities enumerated throughout the Century Code, but found primarily in N.D.C.C. 11-18. The County Recorder maintains a full and true record of each patent, deed, mortgage, bill of sale, security agreement, judgment, decree, lien, certificate of sale, and other instruments required to be filed or admitted to record and receive and secure wills as stated by NDCC 30.1-11, is a passport agent and maintains marriage records.

THE PLAN:

The office of Morton County Recorder will hereafter be designated as an appointed position at the end of the current term, occurring January 1, 2019, or on the last day the current elected Recorder serves in capacity, whichever occurs first. The person appointed to the position of Morton County Recorder at the end of the term of the current officeholder, shall continue in the same capacity, and there will be no changes in duties and/or responsibilities of the Morton County Recorder. Upon appointment, the Morton County Recorder shall become an "employee" of Morton County, subject to the terms and conditions of employment as found in the Morton County Personnel Policy Manual. Salary will be determined at the time of the appointment, and the Morton County Recorder shall be granted benefits as an employee equal to the years of service for the County as an employee and/or elected official.

PROPOSED OFFICE ORGANIZATION:

There are no changes in office organization contemplated by the designation of the Morton County Recorder as an appointed position.

EFFECTIVENESS AND EFFICIENCY:

There are no changes in effectiveness and efficiency contemplated by the designation of the Morton County Recorder as an appointed position. The responsibilities and duties assigned to the Morton County Recorder will be carried out in a manner consistent with the law and without disruption of services provided to the public. The long-term effectiveness and efficiency will be increased, however, insofar as the Morton County Commission will have the ability to do transition planning to ensure that changes in the Morton County Recorder's Office can be addressed based upon the needs of the office as opposed to an election schedule.