

Morton County Commission Meeting Agenda

August 25, 2015

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 of previous meetings

Approve monthly bills and payroll – Commissioner Leingang

1. Morton County Soil Conservation District
 - 2016 Budget Request
2. Kelly Steckler/Morton-Mandan Library
 - 2016 Budget Request
3. Wendy Bent/HR Director
 - Jon Moll/Team Advisory Committee – Employee Handbook Policy modifications
 - Employee Handbook – recommendations/seek approval
4. Carrole Schaner/County Recorder
 - Temporary Additional Duty Pay (July-Dec 2015) Request for Administrative Staff
5. Jackie Buckley/NDSU Extension Agent
 - 4-H Judging Team request for funding
6. Kyle Kirchmeier/Sheriff's Dept
 - Communications Center
 - Youth Bureau
7. Mike Aubol/County Engineer
8. Dawn Rhone/County Auditor
 - Appointment of Weed Board Member

*ISSUES MAY BE ADDED OR DELETED BY MEETING DAY.

MORTON COUNTY COMMISSION REGULAR MEETING

August 13, 2015

The Morton County Commission Regular Meeting was called to order on August 13, 2015 at 5:30 PM by Chairman Strinden at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Commissioners Zachmeier, Boehm and Schulz, Auditor Rhone, States Attorney Kopy and Assistant States Attorney Grosinger. Absent was Commissioner Leingang.

Boehm moved and Schulz seconded to approve the agenda with an addition. All voting aye, motion carried.

Boehm moved and Zachmeier seconded to approve the minutes of the June 30, July 28 and August 6, 2015 meetings. All voting aye, motion carried.

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

Schulz moved and Boehm seconded to approve Ordinance #2015-1, an Ordinance Authorizing the issuance of up to \$90,000,000 sales tax bonds to finance joint detention center project. All voting aye, motion carried.

Schulz moved and Boehm seconded to approve the proposal from the Remediation Trust to install a forced air ventilation system in the LEC. All voting aye, motion carried.

Schulz moved and Zachmeier seconded to accept a grant from the Dept of ND Trust Lands in the amount of \$92,281 for salary and fringe for 12 months for a Sheriff Deputy and a fully equipped vehicle. All voting aye, motion carried.

Schulz moved and Zachmeier seconded to approve hiring Al Fitterer Architect for preliminary design and cost estimates needed to apply for the courtroom facilities grant for a cost not to exceed \$35,000. All voting aye, motion carried.

Boehm moved and Zachmeier seconded to approve the Resolution of Necessity of an Improvement in Riverview Heights – 1st and 2nd Addition. All voting aye, motion carried.

Boehm moved and Schulz seconded to approve the Resolution of Necessity of an Improvement in Monte's Rancho's Subdivision. All voting aye, motion carried.

Schulz moved and Zachmeier seconded to deny the request from the Hebron Business Club for funds in 2105, but to include \$1,500 in the 2016 budget for their request. All voting aye, motion carried.

Schulz moved and Zachmeier seconded to authorize Auditor Rhone to make a bank loan for the Whispering Hills paving Special Assessment project. All voting aye, motion carried.

Schulz moved and Boehm seconded to authorize Auditor Rhone to make a bank loan for the Captains' Landing paving Special Assessment project. All voting aye, motion carried.

The total of all county funds expended from July 29, 2015 through August 13, 2015, equals \$955,393.81. 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.

Boehm moved and Schulz seconded to adjourn at 6:56 PM. All voting aye, motion carried.

Bruce Strinden, Chairman, Morton County Commission _____

Dawn R Rhone, County Auditor _____

MORTON COUNTY COMMISSION SPECIAL BUDGET MEETING

August 19, 2015

The Morton County Commission Special Meeting was called to order on August 19, 2015, at 4:10 PM by Chairman Strinden at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Commissioners Zachmeier, Schulz, Leingang, Boehm and Auditor Rhone.

Schulz moved and Leingang seconded to approve the agenda with an addition. All voting aye, motion carried.

Budgets presented:

- Brian Ritter – BMDA
- Nancy Keating – CENTRE Inc
- Jackie Buckley – County Fair
- Melanie Heitkamp – Youthworks
- Social Services Director Bartholomew – Social Serevices
- Keith Johnson – Custer Health
- County Engineer Aubol – Road & Bridge

Boehm moved and Schulz seconded to adjourn at 7:12 pm. All voting aye, motion carried.

Bruce Strinden, Chairman, Morton County Commission _____

Dawn R Rhone, County Auditor _____



Morton County

Team Member Advisory Committee

Morton County Policy Proposal

Proposal Name	Morton County Break Period
Author	Team Advisory Committee
Submission Date	August 12, 2015
Proposal Type	Modification
Policy Term	Permanent w/option of Future Policy Consideration of Commission
Summary of Proposal	<p>The Team Member Advisory Committee (TMAC) is respectfully requesting a modification to the recommended Morton County Break and Meal Period Policy that is currently being recommended by the Human Resources Department.</p> <p>This committee would like for the Commission to consider the continued allowance of Team Members to use the twenty (20) minute paid break to travel off site through means of foot and vehicles.</p> <p>This committee is aware of the potential for liability created when Team Members leave the premises during a paid break. The reason for the continued interest stems from:</p> <ul style="list-style-type: none"> ▪ This has been a long-standing practice for County Employees and there are no known significant losses incurred by the County for using practice; ▪ Other government entities do allow Team Members the option of leaving the premises during a paid break (Benson County, Bottineau County, Burleigh County, Cass County, Mercer County, Ramsey County, Ward County, Wells County, Williams County, State of ND (Some Departments restrict leaving) and the City of Mandan) <p>There are several entities that do not allow an employee to leave the premises (NDACO and the Department of Human Services with the State of ND). Workforce Safety's policy states they are not permitted to leave the premises without permission from their supervisor.</p> <p>There are other counties who have offset the WSI liability with offsite breaks by notifying Team Members that WSI coverage is unavailable to those who conduct non-work related activities off County premises. (Emmons and Cass County)</p>
HR's Recommended Policy	<p>Mid-Morning / Mid-Afternoon Break: We allow two 20-minute breaks, one midmorning and one mid-afternoon. You may leave your work area during your break but must remain on our immediate premises for it to be considered a paid break period.</p>

	<p>Walking in our vicinity is considered appropriate while on break. Where it is necessary to have someone on duty at all times, care should be taken to make sure the work assignment is covered. Breaks may not accumulate, be added to a meal period or be used at a later time. They are provided on a “use it or lose it” program. Smoke breaks should be included in the allotted time for break periods.</p> <p>Lunch Break: You are required to take at least a thirty (30) minute unpaid lunch break if you work more than five (5) consecutive hours and at least two (2) or more Team Members are on duty in your Department. You should be completely relieved of all work duties and free to leave your work area. If you choose to forgo your lunch break, you must do so in writing with consensus from your supervisor.</p> <p>Nursing Mothers: We provide all nursing mothers with an opportunity to express breast milk for her nursing child for 1 year after the child’s birth. The nursing mother will dictate the number of breaks along with lengths of breaks as long as long as the breaks are reasonable and appropriate. We also provide nursing locations that are secure from view and intrusion. Please reach out to the Human Resources Department for guidance during this process.</p>
<p>Proposed Policy</p>	<p>Mid-Morning / Mid-Afternoon Break: We allow two 20-minute breaks, one midmorning and one mid-afternoon. You may leave your work area during your break. Where it is necessary to have someone on duty at all times, care should be taken to make sure the work assignment is covered. Breaks may not accumulate, be added to a meal period or be used at a later time. They are provided on a “use it or lose it” program. Smoke breaks should be included in the allotted time for break periods. If an employee leaves the premises during any (paid or unpaid) break period, the County should take reasonable care to not request the individual to intermingle a work-related function with a break period. In the event an employee is involved in an accident, injury and/or exposure during a break period, the employee may be ineligible to receive benefits under Workforce Safety and Insurance.</p> <p>Lunch Break: You are required to take at least a thirty (30) minute unpaid lunch break if you work more than five (5) consecutive hours and at least two (2) or more Team Members are on duty in your Department. You should be completely relieved of all work duties and free to leave your work area. If you choose to forgo your lunch break, you must do so in writing with consensus from your supervisor.</p> <p>Nursing Mothers: We provide all nursing mothers with an opportunity to express breast milk for her nursing child for 1 year after the child’s birth. The nursing mother will dictate the number of breaks along with lengths of breaks as long as long as the breaks are reasonable and appropriate. We also provide nursing locations that are secure from view and intrusion. Please reach out to the Human Resources Department for guidance during this process.</p>
<p>Rationale</p>	<p>Arguments Supporting the Proposal:</p> <ul style="list-style-type: none"> ▪ The Morton County States Attorney, Gabrielle Goter, does not support the idea of a closed campus. She feels that liability could be easily mitigated. The proposed policy does offer language to assist with the liability concern. ▪ The TMAC was unable to locate any claims data acknowledging prior incidents related to off-site breaks.

- This proposal would reduce the amount of time an employee being away from their desk on multiple occasions (i.e. flex time and the paid break period). If employees were able to address personal needs off-site during their paid break, it would reduce the need for Flex Time.
- Leaving the premises allows employees to maintain a strong commitment to a family oriented work/life balance as Team Members will be able to address family needs during this time.
- If an employee is able to walk and leave the premises, it will create a disadvantage to those who are unable or unwilling to walk. The proposed policy will create a stigma and divide between walkers versus drivers.
- Distancing yourself from your employer even for small periods of time allows an individual to return to work in a more refreshed state.
- With the revised policy including language to assist in mitigation, the Morton County Human Resources Department supports the revisions.

Arguments Opposing the Proposal:

- Although WSI would not issue an opinion on an employer's policy, they did share that it is a good safety practice to limit the risks associated with employees leaving the premises.
- Current case law exists holding employers responsible for off-site accidents and injuries occurring on a paid break. This type of case law has focused on exempt level employees and intermingling work related duties while on a break period.
- WSI Claims has approved and denied claims occurring while on a break period. WSI and NDACO cited Burleigh County as an example where they have been both approved and denied. The circumstances surrounding accidents/injuries occurring during off-site are often the determining factor on whether a claim is approved/denied.
- From a constituent perspective, the County should consider the impression provided to our community regarding employee activities while on county paid time.
- Team Members are not restricted to the premises during working hours. In the event a Team Member has a personal need arise, they have the option of using a "flexible arrangements" to attend to matters that are off premises.



Morton County

Team Member Advisory Committee

Morton County Policy Proposal

Proposal Name	Morton County Bereavement Leave Policy
Author	Team Advisory Committee
Submission Date	August 19, 2015
Proposal Type	Modification
Policy Term	Permanent w/option of Future Policy Consideration of Commission
Summary of Proposal	<p>The Human Resources Department recently introduced a Bereavement Policy in the draft version of the Morton County Team Member Handbook. The Team Member Advisory Committee (TMAC) would like your consideration regarding a proposed amendment to this policy.</p> <p>This committee would like to propose a tiered amendment that would allow the Team Member to receive twenty-four (24) hours of bereavement leave for events related to an immediate family member (already in existence); eight (8) hours of bereavement leave offered in the event an aunt, uncle, niece or nephew passing; and/or the option of receiving paid leave for attending a funeral of a current or former Morton County Team Member (already in practice). <i>It is encouraged that the leave for the death of a Morton County Team Member not be counted against a cap if installed.</i> The Commission could also consider a cap per year for this amendment. i.e. eight (8) hours per calendar year.</p> <p>In the event the Commission would not consider the additional amendment, the Team Member Advisory Committee would ask for approval to utilize sick leave in the event of an immediate family member (to include in loco parentis relationships, aunt, uncle, niece and nephew).</p>
HR's Recommended Policy	<p>If you encounter the unfortunate event of death of your immediate family member, you may qualify for twenty-four (24) hours of bereavement leave. An immediate family member would be defined as a spouse, parent, sibling, stepparent, grandparent and child (natural, adoptive, foster, stepchild, grandchild). This also includes in-laws, step and in loco parentis relationships alike.</p>
Proposed Policy	<p>In the event a member of your family passes away, you may qualify for bereavement leave based on the following tiered schedule.</p> <ul style="list-style-type: none"> ▪ Tier One: If a member of your immediate family passes away, you will be eligible for twenty-four (24) hours of paid bereavement leave. An immediate

	<p>family member would be defined as a spouse, parent, sibling, stepparent, grandparent and child (natural, adoptive, foster, stepchild, grandchild). This also includes in-laws, step and in loco parentis relationships alike.</p> <ul style="list-style-type: none"> ▪ Tier Two: If a member of your secondary family passes away, you will be eligible for eight (8) hours of paid bereavement leave. A secondary family member will include an aunt, uncle, niece or nephew. This does not include in-law or step relationships alike. ▪ Tier Three: In the event a Morton County Team Member passes away, Morton County will allow you the option of taking paid leave to attend the funeral. The leave must not disrupt operations of County Government.
<p>Rationale</p>	<p>Arguments Supporting the Proposal:</p> <ul style="list-style-type: none"> ▪ The Mayo Clinic (Dr. Edward Creagan) states that with grief, the griever may feel overwhelming feelings of paralysis and emptiness and with no energy or enthusiasm for even the simplest things in life. Although grief is subsiding, during the onset, grief may be difficult to manage. The Team Member Advisory Committee feels that during this time, the employer should be a support for the griever and not as a potential barrier. ▪ It is difficult for a Team Member to not see an aunt, uncle, niece or nephew as a part of their immediate family. With the close ties and the heart of this city being family-oriented, this organization could benefit from expanding the definition of a family for bereavement purposes. ▪ Although none of the Big Four (Bismarck, Mandan, Burleigh and the State) offer this as a benefit, this could enhance recruitment and retention by further defining Morton County as an employer of choice. ▪ There would be no additional cost to the County monetarily. However, there would be a loss in productivity. The loss of productivity will most likely occur with or without the proposed amendment as the Team Member would likely seek leave through vacation. ▪ Allowing Team Members time to grieve without fear of losing wages or accrued leave will foster a stronger commitment to the employer. <p>Arguments Opposing the Proposal:</p> <ul style="list-style-type: none"> ▪ This is not a readily available benefit by our major competitors. ▪ Although this would not create an additional expense, the County will lose productivity. However, productivity during a time of grief is generally lower as grief negatively impacts productivity. ▪ Extending the definition of eligible family members is not a common practice. However, there are reputable organizations who allow this as a benefit. ▪ When does it become the employer's responsibility to pay for an employee's absence for this type of leave when the organization already offers such a generous leave program?



Morton County
Team Member Advisory Committee

Morton County Policy Proposal

Proposal Name	Background Check Decision Matrix
Author	Team Advisory Committee
Submission Date	August 12, 2015
Proposal Type	Modification
Policy Term	Permanent w/option of Future Policy Consideration of Commission
Summary of Proposal	The Team Member Advisory Committee (TMAC) would like to request reconsideration of the current proposed Background Check Policy submitted by the Morton County Human Resources Department. The specific sections are the Background Check Matrix and Additional Criterion.
HR's Recommended Policy	Attached – The policy is too lengthy to paste.
Proposed Policy	<p>All successful candidates must submit to a formal background check and the background history must be in compliance with the standards outlined within the Morton County Background Policy. A thorough background check will consist of a Validation of Social Security Number, Prior Employment Verification, Multi-County Criminal Check, Federal Criminal Check, Education/Certification Verification, Motor Vehicle Check and National Sex Offender's Registry. Law Enforcement Personnel and the States Attorney Personnel will be required to undergo biometric screening.</p> <p>Upon hire, all Team Members must maintain the standards of conduct outlined within this policy. In the event of a criminal violation, you must immediately report the violation to your Department Head and Human Resources. In the event a violation occurs on County time or while using County property, you must immediately notify your Department Head.</p> <p>Background checks will be randomly reviewed with the sole intent of identify and mitigating the potential for risk. As an employer, we are legally required to mitigate any known risk. If a Team member develops a pattern of offenses creating risk for an employer, the employer may address the risk.</p> <p>When each offense is evaluated, the County will take into consideration these items.</p> <ul style="list-style-type: none"> ▪ Offenses will be considered based on frequency, severity and recency of the event. We will evaluate the situation, evidence of rehabilitation, and the relationship of the offense to the position. ▪ The County will use the Driver's Abstract and the State of North Dakota Point System in combination with driving offense decision.

- If a pattern of habitual offenses create organizational risk, Morton County will be required to address the habitual offender in the event it raises County liability.
- In the event a Team Member receives multiple offenses, the County will not automatically consider termination. The County will objectively evaluate all facts (as stated in the first bullet) and may consider the implementation of the Performance Counseling (progressive discipline) Process to address the situation.

The following Decision Matrix will determine eligibility for employment.

Background Decision Matrix			
Type of Offense	Severity	Timeframe	Course of Action
Against a Person	Felony / Misdemeanor	Anytime	Evaluate
Against Property	Felony	< = 5 Years	Decline
	Misdemeanor	Anytime	Evaluate
Drug Offenses	Marijuana	Anytime	Evaluate
	Other Drug Offenses	<2 Years	Decline
		2 – 4 Years	Evaluate
		4+ Years	Engage
	Distribution, Sale, Trafficking or Manufacturing	Anytime	Evaluate
Driving Offenses	DUI	< 2 Years	Decline
	Multi-DUIs	Anytime	Evaluate
(Driving Positions Only)	Multi-Offenses	Length of Driver Abstract	Evaluate
Non-verifiable Background Info	If the organization is unable to obtain five (5) years of verifiable background information using reasonable means, decline.		
Dishonesty	Do not engage any applicant who is dishonest on an application or who has participated in actions of moral turpitude.		

Immediate Rejection Criteria

- The applicant lacks preliminary requirements.
- The applicant is unable to perform the essential job functions, with a reasonable accommodation.
- Applicant has been convicted of a felony or other crime involving moral turpitude within 10 years of date of application (LE & States Attorney Personnel Only).
- Applicant reported false information during the recruitment and selection process.
- Applicant was previously terminated from a public service agency for concerning conduct.
- Applicant used or attempted to use political pressure or bribery to secure an advantage in the examination appointment.
- The applicant has directly or indirectly obtained information regarding examinations to which the applicant is not entitled.
- The applicant is not a citizen of the U.S. (LE & SA Only)
- The applicant cannot be located by postal authorities. (LE & SA Only)
- The applicant declines an appointment or withdraws their application from consideration.
- If the position works directly or indirectly with a vulnerable population, the candidate/Team Member may not be a register of the Sex Offender's Registry.

Additional Consideration Criteria for Rejection

- If an employee is uninsurable through our insurance program, we will evaluate the situation and determine the appropriate response.
- The applicant maintains an ongoing relationship with an individual(s) who have been convicted of a felony and are reputed to be involved in recent/current felony activity. (LE Only)
- Applicant maintains recent or current affiliation with, and/or support of any organization or group which advocates the violent overthrow of the state of or the United States government, or who professed goals are contrary to the interest of public safety and welfare.
- Applicant has a conviction for the sale, manufacturing or production of a controlled substance. (LE & SA Only)
- Applicant has illegally used a controlled substance within the list time limit preceding the date of application: Marijuana three (3) years; other drugs five (5) years. Hallucinogens or experimental drugs, never. (LE & SA Only)
- Three (3) or more moving traffic violations during the previous three (3) years (LE Only);
- For driving specific positions, an individual receiving five (5) or more points under the North Dakota Point System current Driver's Abstract will be subject to review and possible corrective action.
- Fraudulent use of Unemployment Benefits of Sick Leave Benefits within prior employers;
- Prior termination from a Law Enforcement Agency; (LE Only)
- Separation from any branch of the U.S. Armed Forces under less than an "honorable" discharge. (LE Only)
- Unfavorable recommendations from past or present references, employers, creditors (LE & SA Only) or landlords (LE & SA Only);
- Conclusion made by a physician, psychiatrist or a psychologist which questions the applicants suitability to perform the duties(LE & SA Only)
- Morton County will use a combination of the State of North Dakota Drivers Abstract and other states abstract to compile a five (5) year driving history for for driving specific positions.

Rationale

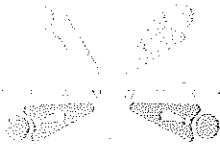
Arguments Supporting the Proposal

- A background check can also provide insight into an individual's behavior, character, and integrity if properly evaluated.
- The Small Business Association states that the cost of replacing an experienced worker who doesn't work out can cost the organization 50% or more of that individual's salary.
- If a Team member has direct contact with a client and causes harm, the County can be held liable if that Team Member has a criminal record.
- Rehabilitation is possible. Individuals with prior convictions, with evidence of rehabilitation, should be afforded an opportunity for employment.

Arguments Opposing the Proposal

- Team Member feedback was provided which stated backgrounds checks delve too deep into an individual's personal life and should be used if the offense happened during work time or affects the individual's ability to perform their job.

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| | <ul style="list-style-type: none">■ Team Members are not fond of the reporting requirements for all violations. The TMAC scaled back the requirements and will only encourage forced reporting for criminal violations. |
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Morton County Policy Proposal

Proposal Name	Health Insurance -- 5 Year Tiered Increase Proposal																																								
Author	Team Advisory Committee																																								
Submission Date	August 12, 2015																																								
Proposal Type	Modification																																								
Policy Term	Permanent w/option of Future Policy Consideration of Commission																																								
Summary of Proposal	<p>The Team Member Advisory Committee (TMAC) has evaluated the current offering of the Morton County Health Insurance Program. Based on the four major competitors (Bismarck City, Burleigh County, Mandan City and the State of North Dakota) within our region, the County is at a recruitment and retention disadvantage. Each of these organizations is at or is scheduled to go to 100% coverage for both single and family coverage. This proposal is intended to be a "market lag" strategy by addressing the issue and making plans to close the gap over a period of time.</p>																																								
HR's Recommended Policy	<p>The Human Resources Department was involved in the development of the proposed policy.</p> <p>The current offering covers 80% of the family premium and 90% of the single premium. For family coverage, an employee is paying \$280.97 per month and \$58.15 for single coverage.</p>																																								
Proposed Policy	<p>This committee would like to recommend the Commission consider increasing the employer portion by 2% each year for five (5) years. This would eventually provide 100% coverage for a single plan and 90% coverage for a family plan.</p> <p>Below, you will find a table of data displaying the expected costs with standard inflation and expected growth as well as the forecasted costs of this proposal over a 5 year period.</p> <table border="1"> <thead> <tr> <th></th> <th>Single</th> <th>Family</th> <th>Total (w/o 2%)</th> <th>Total (w2%)</th> <th>Difference 2%</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>\$332,837.88</td> <td>\$1,200,293.16</td> <td>\$1,533,131.04</td> <td>\$1,565,396.84</td> <td>\$32,26</td> </tr> <tr> <td>2017</td> <td>\$376,483.60</td> <td>\$1,352,420.20</td> <td>\$1,728,903.81</td> <td>\$1,947,900.36</td> <td>\$218,99</td> </tr> <tr> <td>2018</td> <td>\$377,927.99</td> <td>\$1,368,603.93</td> <td>\$1,746,531.92</td> <td>\$2,053,013.93</td> <td>\$306,48</td> </tr> <tr> <td>2019</td> <td>\$428,096.08</td> <td>\$1,543,817.06</td> <td>\$1,971,913.14</td> <td>\$2,551,963.82</td> <td>\$580,05</td> </tr> <tr> <td>2020</td> <td>\$472,187.68</td> <td>\$1,708,845.23</td> <td>\$2,181,032.91</td> <td>\$2,686,955.34</td> <td>\$505,92</td> </tr> </tbody> </table> <p>Attached to this proposal are different tables of data showing this history of how these numbers was developed. Essentially, Morton County Human Resources reviewed historical data to determine a pattern of future performance. The forecasted numbers were based on historical performance and usage of the plan.</p>						Single	Family	Total (w/o 2%)	Total (w2%)	Difference 2%	2016	\$332,837.88	\$1,200,293.16	\$1,533,131.04	\$1,565,396.84	\$32,26	2017	\$376,483.60	\$1,352,420.20	\$1,728,903.81	\$1,947,900.36	\$218,99	2018	\$377,927.99	\$1,368,603.93	\$1,746,531.92	\$2,053,013.93	\$306,48	2019	\$428,096.08	\$1,543,817.06	\$1,971,913.14	\$2,551,963.82	\$580,05	2020	\$472,187.68	\$1,708,845.23	\$2,181,032.91	\$2,686,955.34	\$505,92
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The most important point of this proposal is the committee does not want to place the Commission in a position to where this request would negatively impact any salary or wage decisions. The committee would rather disregard the request before placing you in a position of determining which would be a better benefit for our Team Members.

Rationale

Arguments Supporting the Proposal

- “ The primary competition for Morton County has gone or is planning to cover health insurance at 100%. This includes the State of ND, Burleigh County, Bismarck City and Mandan City.
- “ A large majority of Counties provide coverage at 100%. Out of 53 Counties who responded to NDACos Fringe Benefit Survey in 2015, there are 38 Counties (72%) currently covering health insurance at 100%.
- “ As our younger team members begin families over the next few years offering increased family coverage will be a significant incentive to continue employment with the county.
- “ This incremental commitment will allow the County an opportunity to re-evaluate our position from year to year to assure we can financially afford to continue incremental increases.
- “ Requiring employees, with family coverage, to financially commit to their health and well-being (at 10%) may encourage good and proper use of health care coverage. This allows them to maintain a financial stake in their healthcare and practice ethical utilization.
- “ By increasing the employer’s contribution, it will enhance the County’s commitment to overall employee health and well-being.
- “ This proposal will continue the County’s commitment to being a family oriented employer.
- “ By increasing the employer portion, it will lessen the employee’s portion. This will add more net money to the employee’s monthly wage without guaranteeing a salary increase.
- “ The current maximum a single individual can contribute to an FSA is \$2500. The maximum out of pocket expense is \$4000 for our health insurance program. There is a \$1500 gap. The money received from the 2% employee reduction would help close this gap.
- “ The ND economy continues to grow, both in the energy sector and in agriculture. This strong growth leads to a healthy housing and development market and very low unemployment, which in turns leads to tougher recruitment and retention competition.

Neutral Information regarding the Proposal

- “ The amount of requested increase (employer portion) is less than the projected increasing cost of the product (premium).
- “ As premium costs increase so too does the employee deduction amount increase, reducing “in-pocket” liquid equity for a given salary. Even though the percentage of cost-sharing retains a certain ratio, the value of the liquid capital increases. “Value” become “A-horse-a-piece.”
- “ The tax base of the County continues to increase with a steady housing market and development increase allowing increasing expenditure to be carried over a wider base.
- “ The diversified ND energy industry (oil, coal, wind) continues to realign and shift in market share. Spikes in high or low growth/production will ultimately effect local and regional development and spending. As each 2-year health insurance contract comes around care will need to be take when considering additional premium increases.

Arguments Opposing the Proposal

- “ This is an expensive proposal over a five (5) year period.

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| | <ul style="list-style-type: none">▪ This has the potential to negatively impact salary offerings in the future if expenses become too large.▪ The private sector generally does not provide such a generous benefit, often covering only 50-60% of premium costs.▪ While the robust housing market is unlikely to stall within the next 5 years, economically significant energy regulations (coal emissions) may stifle overall growth in the region. |
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August 4, 2015

Morton County Commissioners,

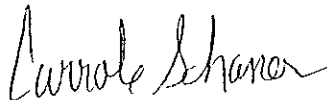
I am writing this letter of recommendation in support of a 5% salary increase for Nancy Seefeldt and a 5% salary increase for Valerie Milicevic for taking on additional duties that pertain to the marriage application/ceremony process in the Recorder's office.

If possible, I would like a portion of their salary increase (2.5%) to be taken out of my salary. Nancy and Valerie have definitely stepped up to the plate to assure that the Recorder's office works as a team. However, in the event that I am forced to compromise this 5% salary increase I would like to recommend a 3% salary increase for Nancy and a 3% salary increase for Valerie.

I will be in Portland, Oregon, August 8, 2015 to August 22, 2015 for a family affair and will not be able to attend this commission meeting. Please accept this letter of recommendation in my absence.

Thank you for your support and consideration in all matters involving our office.

Sincerely,

A handwritten signature in cursive script that reads "Carrole Schaner".

Carrole Schaner
Morton County Recorder

**Request for an increase in compensation for additional duties
for Nancy Seefeldt and Valerie Milicevic.**

Morton County Commission/Morton County members;

In considering an increase in pay for the Deputy Recorders we would like you to take into consideration a list of additional duties that we are taking responsibility for. Due to recent events we have agreed to take on all duties that pertain to the marriage application/ceremony process.

- Handling phone calls associated with licenses and marriages.
 - o Public
 - o Media
- Issuing Licenses to customers that come to our window.
 - o Checking ID's
 - o Collecting Fees
 - o Verifying certified copies of divorce decrees.
 - o Checking completeness of marriage application.
 - o Explaining the marriage license completion and return policies.
- Performing Ceremonies
 - o In commission room/court rooms
 - o Off court house property
 - o Making accommodations on our weekends and evenings to officiate.
 - o Customizing the program we use to each couple.
- Entering Licenses into computer when returned to our office
- Issuing certified copies of licenses
- Handling emails from Association or counties, Recorder's, Marriage license Department on any new changes.
- Training and updating the Auditor's Office Designees and Wendy on the process and any changes that may occur over time.
- 75 in house marriages took place in the court house last year.
- 12 out of court house marriages took place.
- Approximately 30-45 minutes of time is used per ceremony in the courthouse.

Based on the information provided, we would like you to consider a 5% increase in salary for both Deputy Recorders.

When making your decision, we would like you to not only consider the increase in duties, but the accommodation we were willing to make to ensure that our office and the county could make a seamless transition.

On behalf of both Nancy and Valerie, we would like to thank you for involvement and continued support in all matters involving our office.

Dear Morton County Commissioners:

The Morton County 4-H Livestock Judging Team placed second at the State 4-H Contest at the North Dakota Winter Show in March. By doing this they are eligible to participate in the National Western Contest in Denver, CO in January. This is a request for you to help us fund the trip.

We will be attending and competing in the AKSARBEN Contest in Omaha, NE as well. This will provide us a very good workout before we head to Denver. We will be having other local workouts as well.

The information below give you and approximate budget of the two trips.

Travel Schedule for Morton County 4-H Livestock Judging Team Fall and Winter of 2015/16

Denver Contest –January 5-10, 2016

Depart Tues. Jan. 5 or 6th 2016 arrive back home, Jan. 10th

- Registration Fee- \$200/youth – 4 youth participate plus coaches and additional attendees
 - 6 attendees - \$1,200
- 1400 miles @ .64/mile - \$896 - Does not include any workout miles
- Workout at Fort Collins Thursday, Jan. 7, 2016, 9:00-1:00 p.m. (B. W. Pickett Equine Center)
- Coaches meeting Thursday, Jan. 7th, 8:30 p.m. Holiday Inn Ballroom, Denver
- Contest Friday, Jan. 8, 2016 – 7:00 a.m.
- Awards Saturday, Jan. 9, 2016 9:30 a.m. Holiday Inn Ballroom

Total estimated expenses

Registration -	\$1,200
Mileage – No workout miles included	\$ 896
Meals - \$20/day/6 days/5 youth	\$ 600
Hotels – Denver \$100/night/3 nights	\$ 600
Other Hotels -	<u>\$ 320</u>
Total	\$3,720

AKSARBEN, Omaha, NE – Contest is Sunday, September 27th

- Leave after school Thursday, Sept. 24th
- Possible workout on hogs Friday morning at NDSU or a workout at SDSU
- Judge on the Sunday, Sept. 27th
- \$100/ team and \$25 for each additional individual
- We would start back on Sunday, would see how far we could drive
- I am a member of the National 4-H Quiz Bowl Committee. I will be attending this event even if the judging team does not go. The ND 4-H Office will pay for ½ of the mileage.

Estimated Expenses

Registration	\$125 for 5 team members
Mileage	\$400
Hotel In-route	\$320
Meals - \$20/day/5youth	\$400
Hotel in Omaha Approximately	<u>\$640</u>
Total	\$1,760



North Dakota State University

NDSU EXTENSION SERVICE | MORTON COUNTY

210 2nd Ave NW | Mandan ND 58554-3158 | 701.667.3340 | Fax 701.667.3348
NDSU.Morton.Extension@ndsu.edu | www.ag.ndsu.edu/mortoncountyextension | www.ndsu.edu/extension



MORTON COUNTY AUXILIARY BOARD APPLICATION FORM

Name: Wallace Sayler

Address: 224 N Elk St. Hebron, ND 58638-7026

Home Phone: 701-878-4920

Email:

Board or Commission on which you prefer to serve: Weed

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

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

Principal Occupation/Source of Income (check one)

- | | | | |
|--|------------------------------------|---|---|
| <input checked="" type="checkbox"/> Farmer | <input type="checkbox"/> Military | <input type="checkbox"/> Investor/Retired | <input type="checkbox"/> Clerical & Sales |
| <input type="checkbox"/> Laborer | <input type="checkbox"/> Craftsman | <input type="checkbox"/> Business Owner | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Government | <input type="checkbox"/> Student | <input type="checkbox"/> Other | |

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest:

List below the associations or institutions with which you are closely associated, or serve as a director or officer:

Signature: 

Date: 8 19 95

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