

Morton County Commission Meeting Agenda

August 22, 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 Leingang

1. Wendy Bent/Human Resource Director
 - Veteran Service Officer – Recruitment and Onboarding
(We are requesting permission to begin the recruitment process for the VSO and plan to bring the individual onboard to spend at minimum 2 months training with Ron Otto)
2. Custer Health/Keith Johnson
 - 2018 Budget Request
3. Morton County Soil Conservation/Beth McCleary
 - 2018 Budget Request
4. Centre Inc/Nancy Keating
 - 2018 Budget Request
5. Linda Morris/Tax Director
 - Abatements for boards consideration
6. Mike Aubol/County Engineer
 - Accept Bids and Award Contract for 2017 Gravel Crushing
7. Dawn Rhone/County Auditor

*ISSUES MAY BE ADDED OR DELETED BY MEETING DAY.

MORTON COUNTY COMMISSION REGULAR MEETING
August 10, 2017

The Morton County Commission Regular Meeting was called to order on August 10, 2017 at 5:30 PM by Chairman Schulz at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Commissioners Zachmeier, Boehm and Strinden, Auditor Rhone, States Attorney Kopyy and Assistant States Attorney Grosinger.

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

Zachmeier moved and Boehm seconded to approve the minutes of the July 13, 2017 regular meeting and the July 31, 2017 special meeting. All voting aye, motion carried.

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

Strinden moved and Zachmeier seconded to approve the Resolution of appreciation of John Schafer for 52 years of service on the Morton County Planning & Zoning Board. All voting aye, motion carried.

Zachmeier moved and Strinden seconded to approve the final plat of a short-form subdivision known as Double Hills Subdivision and a zoning map amendment for Agricultural (A) to Residential (R) District, as the subdivision conforms to the regulations established in Article 7 of the Morton County Land Use Code and is compatible with surrounding land uses. All voting aye, motion carried.

Strinden moved and Boehm seconded to approve the final plat of the short- form subdivision known as Higgins Subdivision and a zoning map amendment from Agricultural (A) to Residential (R) District, as the subdivision conforms to the regulations established in Article 7 of the Morton County Land Use Code and is compatible with surrounding land use. All voting aye, motion carried.

Strinden moved and Zachmeier seconded to approve amendments to the Morton County Land Use Code Section 2-210 Dimensional Table and Article 6, regarding provisions for non-conforming lots. All voting aye, motion carried.

Strinden moved and Zachmeier seconded to approve amendments to the Morton County Land Use Code Section 7-030, regarding determination of process for exempt divisions of land. All voting aye, motion carried.

Zachmeier moved and Strinden seconded to enact Section 5-250/Specific Use Standards for Compassion Centers in the Morton County Land Use Code. All voting aye, motion carried.

Strinden moved and Boehm seconded to fund \$350 of both the 4-H dairy and 4-H livestock judging teams upcoming trips to National contests. All voting aye, motion carried.

The total of all county funds expended from July 14, 2017 through August 10, 2017, equals \$1,860,263.87. 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.

Strinden moved and Boehm seconded to adjourn at 6:018 PM. All voting aye, motion carried.

Cody Schulz, Chairman, Morton County Commission _____

Dawn R Rhone, County Auditor _____

MORTON COUNTY COMMISSION SPECIAL MEETING
August 16, 2017

The Morton County Commission Special Meeting was called to order on August 16, 2017 at 12:00 noon by Vice-Chairman Strinden at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Commissioners Leingang, Zachmeier and Boehm and Auditor Rhone. Absent was Chairman Schulz.

Zachmeier moved and Boehm seconded to recind the total burn ban and to reinstate the Fire Emergency and Burn Ban dated April 13, 2017. All voting aye, motion carried.

Boehm moved and Leingang seconded to adjourn at 12:06 PM. All voting aye, motion carried.

Cody Schulz, Chairman, Morton County Commission _____

Dawn R Rhone, County Auditor _____

MORTON COUNTY, NORTH DAKOTA

JOB DESCRIPTION

TITLE: Veterans' Service Officer

DEPARTMENT: Veterans' Office

REPORTING RELATIONSHIP: Is directly accountable and responsible to the Morton County Commission.

EMPLOYEE SIGNATURE: _____

DEPT. HEAD'S SIGNATURE: _____

Responsibilities and Duties:

1. Supervises and coordinates the preparation and disposition of claim applications of veterans and their dependents for various types of benefits and services available to them; counsels and informs veterans and their dependents of available benefits.
2. Completes VA application forms for pensions, compensation, education benefits, hospital admittance, drug or mental health committals, VA home loans, state veterans' loans, or State Gulf War Bonuses and submit to the VA. Follow-up as needed.
3. Assists veterans in their homes and other facilities; deliver and pick up medical supplies; complete yearly pension eligibility forms; assist in committals for medical or mental health treatment.
4. Attends VA briefings and conferences to learn of changes in programs and to keep abreast of current activities pertaining to veterans' benefits. Maintain liaison with local and state agencies, veterans' organizations and federal agencies relating to veterans' benefits.
5. Supervises personnel in preparation, maintenance and disposition of benefit applications, records and reports.
6. Conducts personal interviews with perspective clients and/or their families in person and on the phone regarding eligibility for benefits, claims, service committals and similar matters.
7. Reviews office expenditures-maintaining an accurate yearly budget. Insure monthly reports are prepared and presented to the proper offices (county and state).

8. Informs County Commission and Veterans' Organizations of the activities of the office. Maintain working relationship with other county officials and other organizations that you come in contact with.
9. Performs other duties as required and assigned.

Required Knowledge, Skills and Training:

1. The Veterans' Service Officer must have general knowledge of office procedures; familiarity with military service, particularly as it relates to re-entry into civilian life; the effects of injuries and disabilities resulting from military service; and the concerns and needs of veterans.
2. Must have the ability to learn the details of veteran's programs, services, new skills, methods, and information and successfully apply them on the job. The ability to work cordially and effectively with people from a wide variety of backgrounds with varying levels of communication capabilities as well as staff, members and employees of other agencies or organizations as required.
3. Must have exceptional skills in communication and interpersonal skills, particularly in explaining detailed VA programs to persons from varying backgrounds and with a wide range of communication abilities. Also, understanding the veterans' needs and applying them to available veterans' programs and services.
4. Must possess skill in operating basic office equipment including a Personal Computer. Must have the ability to analyze, interpret and prepare reports and records.
5. Must have the ability to plan, organize, supervise and evaluate the work of others.
6. Must possess skills in being empathetic, professional and tactful in dealing with persons in various emotional and mental states.
7. Must be familiar with the Americans with Disabilities Act.
8. A bachelor's degree.

Preferences:

1. A bachelor's degree in Public Administration or Social Science preferred.
2. Experience in a similar position is preferred.

Physical Activities of this Position:

1. Occasionally this job requires: Walking - Moving about on foot. Transporting an object, usually holding it in the hands, arms or on the shoulder.
2. On a regular basis this job requires: Sitting - Remaining in a seated position.
3. Occasionally this job also requires: Seeing - Acuity, far - Clarity of vision at 20 feet or more; acuity, near - Clarity of vision at 20 inches or less.
4. Occasionally operates/controls word processor, copy machine, calculator and fax with emphasis on accuracy.
5. Overall the fundamental job duties require physical exertion which is characterized by: Sedentary work or lifting 10 pounds is necessary in carrying out fundamental job duties. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out fundamental job duties.

Working Conditions:

Inside office environment on a regular basis.

Exposed to outside weather elements on occasion.

Clarification Clause:

This job description is not intended, and should not be construed to be, a complete list of all responsibilities, duties, skills or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in making a hiring decision, a compensation decision and for determining job performance.

Date: January 13, 1998. Updated on January 21, 1998.

This job description was prepared and approved by the Morton County Human Resource Director on January 14, 1998.



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

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MEETING DATE: 8/22/2017
PREPARATION DATE: 8/18/2017
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENTS# 5046

STATEMENT/PURPOSE: ABATEMENT FOR TAX YEAR 2016 FOR PROPERTY LOCATED AT 3690 74TH AVE HEBRON ND HAD BEEN ASSESSED WITH TWO FARM RESIDENCES WHEN IN FACT ONLY ONE RESIDENCE.

BACKGROUND/ALTERNATIVES: N/A

ATTACHMENTS: N/A

FISCAL IMPACT: REDUCTION OF \$38,200 OF MARKET VALUE

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: RECOMMEND APPROVAL OF ABATEMENT 5046 FOR A REDUCTION OF \$38,200 FOR A NON EXISTING IMPROVEMENT ASSESSED FOR 2016.

TAX YEAR	ABATEMENT NUMBER	TYPE OF ABATEMENT	PARCEL NUMBER	ORIGINAL VALUE	OWNER	NEW VALUE	PROPERTY ADDRESS	ABATED VALUE	REASON FOR ABATEMENT
2016	5046	REASSESSMENT	500009000	\$106,700	JOHNSON	\$68,500	3690 74TH AVE HB	\$ 38,200	REASSESSMENT

MOTION: MOTION TO APPROVE ABATEMENT AS PRESENTED



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PREPARATION DATE: 8/18/2017
SUBMITTING DEPARTMENT: TAX DIRECTOR
DEPARTMENT DIRECTOR: LINDA MORRIS
PRESENTER: LINDA MORRIS
SUBJECT: ABATEMENTS# 5045

STATEMENT/PURPOSE: HOMESTEAD CREDIT ABATEMENT FOR TAX YEAR 2015 FOR PROPERTY LOCATED AT 4005 34TH AVE NW MANDAN

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 5045 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
2015	5045	HMSTD CRDT	650305000	\$164,100	SCHAAF	\$164,100	4005 34TH AVE NW MANDAN		HMSTD CRDT

MOTION: MOTION TO APPROVE ABATEMENT AS PRESENTED

DATE: AUGUST 22, 2017 ABATEMENTS

TO: MORTON COUNTY COMMISSIONERS

FROM: LINDA MORRIS, MORTON COUNTY TAX DIRECTOR

RE: AUGUST 22, 2017 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
2015	5045	HMSTD CRDT	650305000	\$164,100	RONALD J & VICTORIA SCHAAF	\$164,100	4005 34TH AVE NW MANDAN		HMSTD CRDT	
2016	5046	REASSESSMENT	500009000	\$106,700	DAVID A & ROBIN JOHNSON	\$68,500	3690 74TH AVE HB	\$ 38,200	REASSESSMENT	



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MEETING DATE: August 22, 2017
PREPARATION DATE: August 18, 2017
SUBMITTING DEPARTMENT: Highway Department
DEPARTMENT DIRECTOR: Mike Aubol
PRESENTER: Mike Aubol

SUBJECT: Accept Bids and Award Contract for 2017
Gravel Crushing

STATEMENT/PURPOSE: Accept two lowest bids and award gravel crushing contract to low bidder for crushing of approximately 100,000 cubic yards of gravel at three locations in Morton County.

BACKGROUND/ALTERNATIVES: Accept two lowest bids of Sundre Sand and Gravel Inc. and Fisher Sand and Gravel Co. and award gravel crushing contract to Sundre Sand and Gravel Inc. for crushing of approximately 100,000 cubic yards of gravel at three locations in Morton County. Morton County Road Commission recommends to Morton County Commission to accept the two low bids and award of contract to Sundre Sand and Gravel, Inc. per the August 16, 2017 meeting.
Crushing cost in 2016 was \$5.88/CY.
2017 Sundre bid is \$5.38/cy vs 2016 Sundre bid of \$7.85/cy.
2017 Fisher bid is \$5.74 vs 2016 Fisher bid of \$6.35/cy.

ATTACHMENTS: None

FISCAL IMPACT: Amount budgeted in 2017

STAFF IMPACT: Testing gravel and building access roads

LEGAL REVIEW: None

RECOMMENDATION: Accept two lowest bids and allow county engineer to act on behalf of county to approve gravel crushing contract with Sundre Sand and Gravel.

SUGGESTED MOTION: Motion to accept bids of Sundre Sand and Gravel Inc. and Fisher Sand and Gravel Company and approve gravel crushing contract with Sundre Sand and Gravel at rate of \$5.38/CY.