

County Commissioner Meeting May 5, 2015

The Board of County Commissioners met at 9:00 a.m. Commissioners present were Howard Erdmann, Michael Axt, and Steve Eisenbeisz. Others present were Gable Rhoads, McClusky Gazette reporter.

Chairman Erdmann called the meeting to order. The minutes of the previous meeting was sent in the mail and approved as sent.

The following Statement of fees was collected for the following funds and was approved for the month of April, 2015:

County Recorder, fees, \$2,205.75
Sheriff, fees, \$655.00

The miscellaneous receipts were collected for the following funds and were approved for the month of April, 2015;

General - \$91,172.76	Unorganized Rd. Dist - \$26,001.29
Secondary Road - \$660.00	County Road - \$14,280.00
Highway Dist. - \$20,932.95	County Park - \$920.00
Insurance Reserve - \$40.00	OASIS - \$896.40
911 - \$1,456.35	County Corrections - \$2,075.23

An itemized listing of miscellaneous receipts are on file at the County Treasurer's office.

The April payroll warrants #64438-64472 were approved from the following funds:

General - \$29,594.37	Highway Dist.- \$21,051.12
County Park - \$10.00	Veteran Service Officer - \$428.75
County Agent - \$817.29	Weed Control - \$724.73
Civil Defense - \$591.58	911 - \$575.69
County Corrections - \$2,600.00	BCI - \$3,120.00

The following bills #64348-64408 were approved and ordered paid subject due to delinquent or any other indebtedness owing the County:

Ameripride Services Inc., 60.59; Bentz Supply Store, 402.14; McClusky Rexall, 8.81; N.D. Newspaper Assoc.,181.80;Howard Erdmann,81.78; WRT,888.69; Doug's Auto Body,66.00; Janice D. Erdmann,1,222.93;Fireside Office Products, Inc., 2.44;Office Depot,130.82;Birch Communications, Inc.,170.61; BHG, Inc.,400.77; Information Technology Dept., 467.05; Mclean County Sheriff's Office,440.00;Marco, Inc.,140.00;Konschak Oil Inc.,3,444.33; McLean-Sheridan Rur. Water,53.84;ND States Attorney Assoc.,300.00;Mechanics Plus, 101.83;Alberta Voegel,74.70; Steve Eisenbiesz,119.48; NRG,3,606.11; Ramsey County Treasurer,3,498.00;Northern Tax, 310.00; Nelson Funeral Home, 680.00;Ron Selensky, 5,664.40;James Paulus, 219.07;Ultramax,264.00; NDTC,29.24;Ottetail, 23.90; Michael Axt, 59.16;Severin, Ringsak & Morrow,1,000.00;Stein's Inc.,34.10; Haugen's Drain Service, 275.00;Wex Bank,46.30; HACTC,130.00;Visa,890.34; McClusky City,72.50;Holen's Super Valu,58.22;WM Of WI-MN, 60.50;Verizon Wireless,322.45;Ladd Erickson, 81.20;Penguin Management, Inc.,1,134.00;Pharm Chem, Inc., 25.00;Deere Credit, Inc.,22,296.93;Ecolab Pest, 87.50

Chairman Erdmann stated the farm to market pavement roads were tarred by Ron Selinsky in the last week.

At this time the Tax Director, Cynthia Wahl, presented the inundated agricultural land applications for the board to review. It was moved by Commissioner Axt to approve the inundated agricultural land applications as filed in the Tax Directors office for 2015, seconded by Commissioner Eisenbeisz. Upon roll call vote – Axt - yes, Eisenbeisz – yes, Erdmann – yes Motion carried. Wahl also reported that her office computer has been crashing a few times in the last month. Wahl reported to NRG the issues she was having with her computer and they stated the hard drive was getting bad and to upgrade to a new computer. The Auditor reported Wahl

was on schedule to upgrade her computer this year anyway and presented an estimate from NRG to purchase and install an HP ProDesk computer in the Tax Director's office with 8 GB RAM in the amount of \$1,103.00. It was moved by Commissioner Axt to approve purchasing and installing a computer from NRG in the amount of \$1,103.00 for the Tax Director's office, seconded by Commissioner Eisenbeisz. Upon roll call vote – Axt - yes, Eisenbeisz – yes, Erdmann – yes Motion carried.

The time being 10:00 a.m. Tim Strobel, and Terry & Heidi Strobel, landowners; Michael and Sandra Roehl, lessee of the Mary Ann Flatlie property; and Sheriff Trent Naser met with the Board of County Commissioners in regards to a section line dispute. Sheriff Naser presented the surveyor's certificate map and pictures of the section lines in dispute. Each party stated their grievances. It was moved by Commissioner Axt to approve the Aaron Hummert Surveyor certificate for sections 17,18,19, & 20 of 147-75 showing the original stones and aluminum caps of where the section lines are marked, seconded by Commissioner Eisenbeisz. Upon roll call vote – Axt – yes, Eisenbeisz – yes, Erdmann – yes Motion carried. Also a fence was in question around a slue that is in the right of way of section lines 18 & 19. It was moved by Commissioner Axt to request Strobel's to move their fence by June 1st to what was agreed upon between landowners from the center of the section line or the County will hire it done and charge costs back to Strobel's, seconded by Commissioner Eisenbeisz. Upon roll call vote – Axt – yes, Eisenbeisz – yes, Erdmann – yes Motion carried. After serious consideration, it was moved by Commissioner Erdmann to move the fence line 33ft from the center of section line, seconded by Commissioner Eisenbeisz. Upon roll call vote – Erdmann – yes, Eisenbeisz – yes, Axt – yes Motion carried.

A letter from Bormann, Myerchin & Espeseth, LLP, attorneys for Ronald & Tania Novak, was presented by the Auditor inviting the Commissioners to physically inspect the fence along sections 17 & 16 and 7 & 18 of Novak's to confirm that they are in compliance with moving their fences as instructed by the board and that where the fence is placed now is satisfactory. A letter will be sent to Novak's lawyers by States Attorney, Ladd Erickson, stating that where the fence is placed now is satisfactory, however; not binding for future land owners.

Trent Naser, Sheriff, met with the board to request purchase of (4) Toyo tires on his Sheriff's expedition in the amount of \$625.00 up to \$822.80 each from good to best from Mechanic's Plus, McClusky. It was moved by Commissioner Axt to approve to purchase the best tires in the amount \$822.80, seconded by Commissioner Eisenbeisz. Upon roll call vote - Axt – yes, Eisenbeisz – yes, Erdmann – yes Motion carried. Naser discussed the Deputy Sheriff's pickup life cycle for Sheriff emergency calls is dwindling also. New Expedition estimates will be received for the next meeting.

It was moved by Commissioner Axt to approve the games of chance authorization to the McClusky Merchants, Inc. to be conducted at the Union Grill and Bar, McClusky, from July 1st, 2015 thru June 30th, 2016, seconded by Commissioner Eisenbeisz. Upon roll call vote – Axt – yes, Eisenbeisz – yes, Erdmann – yes Motion carried.

Brad Mann, from H.A. Thompson & Son, Bismarck, was contacted by speaker phone to discuss the condensation tank estimates and discuss the chemical treatment program that would coat the steam heat pipes to last longer in the Courthouse. Mann will send an estimate on a chemical treatment program for the Courthouse steam heating system and attend the June meeting to better explain their program.

Myron and Kathleen Mindt, Goodrich, met with the board to report that the north Goodrich farm to market road that was recently tarred was not sealed very well. Mindt recommended that the County Commission inspect the road before paying the contractor. Commissioner Eisenbeisz will contact the tarring contractor and forward their concerns to him.

The County Auditor presented the resignation of Rita Bertsch from the County Treasurer position. It was moved by Commissioner Axt to approve the resignation of Rita Bertsch from County Treasurer effective immediately, seconded by Commissioner Eisenbeisz. Upon roll call vote – Axt – yes, Eisenbeisz – yes, Erdmann – yes Motion carried.

At this time, discussion was held on combining the Auditor/Treasurer position and the process of implementing it. A preliminary resolution may by majority vote be adopted then a

notice of the public hearing and the proposed plan needs to be published two weeks before the hearing. After the hearing is held, the board may adopt a final resolution approving the combination of offices. The final resolution may be referred to the qualified electors of the county by petition protesting the plan and submit it back to the County Commission for reconsidering referred resolution or submit to the qualified electors of the County at the next regular election. After serious consideration, it was moved by Commissioner Axt to adopt a preliminary resolution combining Auditor/Treasurer offices as stated below, seconded by Commissioner Eisenbeisz. Upon roll call vote – Axt – yes, Eisenbeisz – yes, Erdmann – yes. Resolution was declared adopted.

**PRELIMINARY RESOLUTION TO COMBINE THE OFFICES OF
SHERIDAN COUNTY AUDITOR & SHERIDAN COUNTY TREASURER**

WHEREAS, the unanticipated vacancy in the office of Treasurer by virtue of the resignation of Rita Bertsch, who was also Treasurer-elect, has caused the Board of County Commissioners for Sheridan County to consider ways the office would be best served, and

WHEREAS, the 1993 Legislative Assembly enacted Chapter 11-10.2 of the North Dakota Century Code, which authorized counties to combine functionally related elective offices, and

WHEREAS, the following analysis of the office of Treasurer and the office of Auditor has been carefully considered and determined by this Board that such a combination of these two offices would improve the effectiveness and efficiency of both offices without diminishing the general responsibility of county government to perform any function or provide any service that is required by law to be performed or provided by county government,

NOW THEREFORE BE IT RESOLVED, effective July 1st, 2015 and in accordance with the terms of the proposed plan incorporated herein, the offices of Sheridan County Auditor and Sheridan County Treasurer be combined, and

BE IT FURTHER RESOLVED, a copy of this resolution and the proposed plan be published in their entirety once each week for the two consecutive weeks next following the adoption of this resolution, and

BE IT FURTHER RESOLVED, a public hearing on this resolution and the proposed plan will be held at 7:00 p.m. Tuesday, May 26th, 2015 in the Courthouse Community Room, McClusky, ND.

Dated at McClusky, North Dakota, this 5th day of May, 2015.

ATTEST: _____
Howard Erdmann, Chairman
Board of County Commissioners

Shirley A. Murray
County Auditor

The Auditor was instructed to advertise for an appointed full time Treasurer Position/ half time Auditor/Treasurer position to fill depending on the direction that is approved after the May 26th public hearing.

A physical inspection of the air conditioning system on the 3rd floor was conducted at this time.

Herb Bargmann, Wold Engineering, was contacted by speakerphone to discuss adding a few more upgraded miles on the north McClusky road project being more state funding was released by the legislature. Bargmann will make contacts with NDDOT if this is still possible.

There being no further business the meeting adjourned.

Auditor

Chairman

County Park Commission Meeting
May 5, 2015

The Sheridan County Park Board met at 11:00 a.m. County Park Board Commissioners present were Arlington Helm, Michael Axt, Steven Eisenbeisz, Howard Erdmann, and Marlin P. Engen. Others present were: Gable Rhoads, McClusky Gazette reporter

Chairman Helm called the meeting to order. The minutes of the previous meeting was read and approved.

Nathan Rhoads, McClusky was contacted by speakerphone to discuss the steel roof repair bid from August, 2014 if it will be close to the same amount of \$1,400.00 for this year. Rhoads stated it should be close. It was moved by Commissioner Helm to hire Nathan Rhoads Improvement to replace the leaky sky lights with the green steel roofing on the 4-H bldg., seconded by Commissioner Axt. Upon roll call vote – Helm – yes, Axt – yes, Eisenbeisz – yes, Erdmann – yes, Engen – yes Motion carried.

Helm inquired about taking the main park dock and moving it to North Hoffers Lake for fishing if the Bureau will approve of it. The Auditor will contact the Bureau for approval.

Axt stated a sign needs to be posted at the west point to have pets on a leash. Complaints of pets leaving a mess all over the west point area and not cleaning up after their pets is not pleasant to those who wish to camp at that same camping spot the next week.

Helm requested purchasing a bench vise to use for projects and repairs at the Hoffer Lake Recreation Area. It was moved by Commissioner Axt to approve that Helm purchase a bench vise, seconded by Commissioner Eisenbeisz. Upon roll call vote – Axt – yes, Eisenbeisz – yes, Helm – yes, Engen – yes, Erdmann – yes Motion carried.

The auditor stated that some of the public requested if Helm could work up/drag the ground in the livestock arena area every 10 days or especially after it rains so the ground is not so hard to be able to utilize the arena for practicing livestock events. Helm and the park board agreed that Helm can schedule the ground to be worked up/dragged in the arena area.

The Auditor reported the new camping signs and brochures should be arriving in the next week.

The following bills were approved:

Ecolab Pest, 87.50; Bentz Supply Store, \$276.23; Holen's Super Value, \$37.95

There being no further business the meeting adjourned.

Secretary

Chairman

May 26, 2015 Public Hearing

The Board of Sheridan County Commissioners met at 7:00 p.m. as hearing time set. Commissioners present were Howard Erdmann, Steve Eisenbeisz, and Michael Axt. Others present was Connie Erdmann, Sylvia Schell, Janice Erdmann, Jim Haux, Wesley Stein, Cynthia Wahl, Jeffrey A. Martwick, Brandi Baker, Wayne Houston, Kathleen Mindt, Cheryl Helm, David Martwick, Brandon Smithers, Jerica Smithers, Tracy Stein, and Allan Tinker, McClusky Gazette editor.

Chairman Erdmann called the hearing to order. Erdmann stated the purpose of the hearing was to hear input on combining the County Auditor and Treasurer offices. A County Auditor/Treasurer combination survey that was completed from 9 of the 16 counties was handed out and reviewed. Results from other counties showed that the idea of combining offices came about mostly because of the Treasurer retiring or resigning. Combining offices started in other counties in 1997 until recently some counties just combined. Extra compensation to the Auditor's office for combining offices due to more work load and responsibilities varied from County to County. Savings was realized by 8 out of the 9 counties.

Former Treasurer, Janice Erdmann, handed out a Treasurer option sheet with salary and benefits for a new appointed treasurer as option 1 and option 2 with a part time person added to the Auditor's office with extra compensation for the Auditor and deputy auditor. Option 1 would cost \$33,723.12 and Option 2 would cost \$30,234.89 a savings of \$3,488.23. Kathleen Mindt, County Recorder, inquired if there would really be a savings. The Auditor replied it is in black and white on your page and the Auditor's office increases were calculated on estimating an average of 5 hours each per week on current per hr. wage and rounding down. The amounts were only a starting point to discuss. Wayne Houston, Emergency Manager, asked if there was any job applications filed and to give someone a chance at having a full time job. The auditor replied there were a few in so far. The deadline to have job application is June 1st, 2015. Allan Tinker inquired about checks and balances. The Auditor replied the other counties have a system down how they do it and with 2 full time people and one part time person will be more accountable than just one in the Treasurer's office for checking and balancing out. Some complained of the preliminary resolution, combination plan being so small in the paper and the office job ad was not very clear. The Auditor replied it was emailed to the County Commissioners for their review and nothing was changed. As long as it is published in the official newspaper for two weeks is what the law states. If it were printed in a display ad it would cost much more. The Auditor stated the reason of interest to combine offices is to save taxpayer's money in the end.

The majority of the public that attended the hearing conveyed to leave the offices separated. Applications will be reviewed at the June 2nd County Commission meeting. A special County Commission meeting will be held June 8th to make their final decision on combining Auditor/Treasurer office and possible interviews may be scheduled.

Chairman Erdmann adjourned the hearing.

Auditor

Chairman

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

The resignation of the Treasurer, who was also Treasurer-elect, has caused the Board of County Commissioners for Sheridan 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 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.

A. EXISTING ORGANIZATION OF THE OFFICE OF COUNTY AUDITOR

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

AUDITOR: Incumbent is responsible for providing complex and senior level direction to the Auditor's office. Incumbent plans, directs, coordinates, and manages all activities related to the assigned county department or function including the development of programs critical to the county's ongoing operation. Auditor administers county policies, manages county finances and acts as the county's human resources director. Responsibilities may include the following: verifying transactions; monitoring expenses and payments; reconciling accounts; preparing, reviewing, and submitting routine statements and reports; insurance and taxes; maintaining department accounting records and database; advertising of bids; and responding to a variety of inquiries about financial information.

DEPUTY AUDITOR: Incumbent assists the Auditor with administering the county's policies and management of finances including accounts payable, accounts receivable, orientation of new employees, election administration, property taxes, entering invoices, employee reimbursements and processing payroll; processing payments; tracking financial records; responding to inquiries about financial information; and maintaining files and documents.

B. 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, county-wide elections, county budget preparation, financial management and recordkeeping. Secondary functions of the office include serving as clerk to several boards and commissions, serving as a central management department, provides assistance to the organized townships, carrying out the directives of the Board of County Commissioners, and provides information to the public on a wide variety of county related issues.

An assortment of time-tested procedures have been established for providing governmental services in the Auditor's office and are divided among the Auditor and Deputy Auditors. The county provides office space and equipment, including various computers and programs, as well as training to improve efficiency and competency.

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. Investment 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.

A. EXISTING ORGANIZATION OF THE OFFICE OF COUNTY TREASURER

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

TREASURER (acting): Incumbent is responsible for overall collection and disbursement of revenues, and reporting. Responsibilities may include ensuring revenues collected are deposited and that funds are expended proficiently, investing county funds, and overseeing activities such as banking, budgeting, and treasury management to ensure they are in compliance with internal control policies, guidelines, and procedures.

B. 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. 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.

An assortment of time-tested procedures have been established for providing governmental services in the Treasurer's office and are divided among the Treasurer and Deputy Treasurers. The county provides office space and equipment, including various computers and programs, as well as training to improve efficiency and competency.

III. THE PLAN

The offices of Sheridan County Auditor and Sheridan County Treasurer will be combined effective July 1 2015, and will involve the following changes:

1. The office of Treasurer will be combined with Auditor and all statutory duties assigned to the Auditor. The overall management and supervisory responsibility for the consolidated office will be assigned to the County Auditor.
2. The position vacated by the resignation of the Treasurer will be filled as deemed appropriate by the Auditor, with the advice of the Board of County Commissioners.
3. Overall management and supervisory responsibility of the combined office will be assigned to the Auditor.
4. The staff will be assigned additional duties and responsibilities as directed by the County Auditor.
5. 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.
6. The combined office of Auditor/Treasurer will remain an elective office.
7. The qualified electors of Sheridan County will retain the right of referral of this Plan as set forth in N.D.C.C. § 11-10.2-02(1).

A. 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. Current personnel in the Auditor's office are familiar of the duties of the Treasurer. The Auditor will assume all statutory duties of the Treasurer. The Board of County Commissioners will continue to provide necessary staff, office space and equipment necessary to perform without decreasing the functions required of both offices.

B. EFFECTIVENESS AND EFFICIENCY

The effectiveness of the combined offices will be improved through centralized management and oversight. The duties assigned by both offices will be carried out in a manner consistent with law but without the duplication 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 Sheridan County government. Second, cross-training of personnel will ensure a higher level of service to the public, improve the work environment for current employees in both offices, and maintain a system of checks and balances for handling the county's accounts. With the combination of offices, a reduction in cost will be realized with the elimination of a full time position down to a part time position. By retaining this combined office as an elective position, the people of Sheridan County are assured their customary safeguard of a ballot to ensure effective and efficient service to the public.

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WHEREAS, the 1993 Legislative Assembly enacted Chapter 11-10.2 of the North Dakota Century Code, which authorized counties to combine functionally related elective offices, and

WHEREAS, the following analysis of the office of Treasurer and the office of Auditor has been carefully considered and determined by this Board that such a combination of these two offices would improve the effectiveness and efficiency of both offices without diminishing the general responsibility of county government to perform any function or provide any service that is required by law to be performed or provided by county government,

NOW THEREFORE BE IT RESOLVED, effective July 1st, 2015 and in accordance with the terms of the proposed plan incorporated herein, the offices of Sheridan County Auditor and Sheridan County Treasurer be combined, and

BE IT FURTHER RESOLVED, a copy of this resolution and the proposed plan be published in their entirety once each week for the two consecutive weeks next following the adoption of this resolution, and

BE IT FURTHER RESOLVED, a public hearing on this resolution and the proposed plan will be held at 7:00 p.m. Tuesday, May 26th, 2015 in the Courthouse Community Room, McClusky, ND.

Dated at McClusky, North Dakota, this 5th day of May, 2015.

Howard Erdmann, Chairman
Board of County Commissioners

ATTEST:

Shirley A. Murray
County Auditor