



RECEIVED
CASS COUNTY COMMISSION

APR 10 2019

Auditor

M E M O

Michael Montplaisir, CPA
701-241-5600
montplaisirm@casscountynd.gov

TO: Cass County Commissioners
FROM: Michael Montplaisir, County Auditor
DATE: April 10, 2019
SUBJECT: Finance Committee Actions

The Finance Committee met today and acted on two items that need to be ratified by the County Commission.

The first action taken by the committee is to change the name of the combined County Auditor and County Treasurer's Office to the Finance Office. The Auditor/Treasurer would be the Finance Director, and the duties of the Auditor and Treasurer outlined in state law would be delegated to the Finance Office. The Finance Director would be the custodian of all county funds.

The second action is to designate the Finance Office to issue wedding licenses and solemnize marriages, and create a policy regarding wedding ceremonies to be formally adopted as a County Commission policy.

SUGGESTED MOTION:

Move to ratify the actions taken by the Cass County Finance Committee to rename the combined Auditor/Treasurer Office to the Cass County Finance Office; assign the duties outlined in North Dakota Century Code for the County Auditor and County Treasurer to the Finance Office; designate the Finance Director as custodian of all county funds; designate the Finance Office to issue wedding licenses and solemnize marriages; and to formally adopt a policy for Wedding Ceremonies in the County Commission Policy Manual.

PO Box 2806
211 Ninth Street South
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Michael Montplaisir, CPA
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TO: Finance Committee
FROM: Michael Montplaisir
County Auditor
DATE: April 8, 2019
SUBJECT: County Auditor / Treasurer Office Combination

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As we start changing internal control policies with the combination of the County Auditor's Office and County Treasurer's Offices, we found it would be easier if we had new name for the office.

For simplicity sake, we would refer to the department as the Finance Office with the Auditor/Treasurer being the Finance Director. We could then delegate the duties of the County Auditor and the County Treasurer in the North Dakota Century Code to the Finance Office.

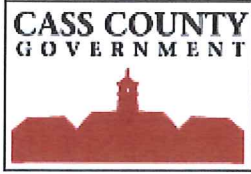
The added advantage of the name change is that all the employees will be united under one new department name.

Suggested Motion:

Move to forward a recommendation to the County Commission that the combined County Auditor's and County Treasurer's Office be renamed the Cass County Finance Office; to assign all the duties in the North Dakota Century Code assigned to the County Auditor and County Treasurer to the Finance Office; and to designate the Finance Director as custodian of all county funds.

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TO: Finance Committee
FROM: Michael Montplaisir
County Auditor
DATE: April 8, 2019
SUBJECT: Marriage Licenses / Solemnization

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Marriage Licenses

Under 14-03-09 and 14-03-10 the County Recorder is the designated official in the county to issue licenses and solemnize marriages, unless the Board of County Commissioners designates a different official. In Cass County, the commission took action to designate the County Treasurer when this law took effect. I did visit with our current County Recorder about whether or not she wants the marriage licensing in her office and she would prefer to not take on this duty. The advantage is that we have employees already familiar with both licensing and performing ceremonies. That being said, I would like to look at and revise the marriage policy currently in place (see attachments).

Current Policy

With the combined staff I think we can do more ceremonies than just offering Thursday and Friday afternoons. My preference would be to be able to do ceremonies daily, by appointment, and discontinue after hours and weekends. Employees who have the credentials to solemnize marriages on their own would still be able to do that; we just would not advertise on our website or at the counter and employees would refrain from soliciting for their private business while at work.

Suggested Motion

Move to designate the County Finance Office as the designated office to issue licenses and to solemnize marriages and also to recommend the Commission adopt a Wedding Ceremonies policy as a formal Commission Policy.

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Wedding Ceremonies

To have a wedding performed by the Cass County Finance Office:

1. Marriage Ceremony/Solemnization at the Cass County Courthouse

In order to get married at the Cass County Courthouse, you must first obtain your marriage license. After the license has been obtained, you may make an appointment to have the ceremony at the Courthouse. ~~We do not perform marriage ceremonies in the courthouse the same day as you receive your marriage license.~~

Marriage ceremonies/solemnizations are ~~only~~ performed daily by appointment only in the courthouse. ~~on Thursday and Friday afternoons between 1:30pm-3:30pm.~~ Ceremonies are scheduled on a first come/first served basis, based on availability, and there may be a one to three week waiting period. The waiting period may be longer during busier times of the year (summer months).

The Cass County ~~Finance Office~~ Treasurer's Office will perform the civil ceremony which lasts approximately 5 to 15 minutes. The cost of the wedding ceremony is set by statute at \$30.00.

On the day of the ceremony:

- You must bring all three copies of the marriage license.
- You must bring two people (related or non-related) to sign as witnesses on the marriage license.
- You should arrive at the ~~Finance~~ Treasurer's office, which is located on the main floor of the Cass County Courthouse, at least 15 minutes prior to your scheduled wedding ceremony, to allow for time to complete the Marriage License paperwork. We will also collect the ceremony fee and fee for certified copies at this time.
- You must be here at the scheduled time for your ceremony or the ceremony will be cancelled.
- You may bring up to 20 immediate family members or friends to this ceremony.
- You may obtain a certified copy of the marriage license after the ceremony is completed. The fee for this is \$10.00. At least one certified copy is required for any name changes or to legally prove marriage. If you need additional certified copies, they are \$5.00 each (2 copies = \$10.00).

Payment for ceremony fees and certified copies may be made by cash, check or credit card. Payments made by credit card will incur an additional \$3.00 convenience fee.

~~2. Marriage Ceremony/Solemnization outside of the courthouse~~

~~The second option for residents and non-residents of Cass County is to select a site of your choice and someone from the Cass County Treasurer's office will come to that location to perform the ceremony. Ceremonies outside of the courthouse are performed any time after 5:00 pm during the week or any time on weekends. Ceremonies may be performed at a local park, hotel, restaurant or personal residence. The cost for an off-site ceremony within the Fargo/West Fargo metro area is \$200.00. Ceremonies performed outside of the metro area will have a higher fee based on the number of miles traveled. If our services are needed for the rehearsal, there will be an additional fee of \$50.00.~~

~~Please call the Marriage License phone number **(701) 241-5608** to check on available officiants and to book an appointment for your ceremony.~~

~~Ceremonies may be performed same day by obtaining the marriage license at the courthouse and having the ceremony performed outside the courthouse after 5:00 pm. Same day ceremonies are subject to officiant availability.~~

SUBJECT: WEDDING CEREMONIES

ADOPTED DATE:

PAGE 1 OF 1

Marriage Ceremony/Solemnization at the Cass County Courthouse

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Marriage ceremonies/solemnizations are performed daily by appointment only at the Courthouse. Ceremonies are scheduled on a first come/first served basis, based on availability, and there may be a one to three week waiting period. The waiting period may be longer during busier times of the year (summer months).

The Cass County Finance Office will perform the civil ceremony, which lasts approximately 5 to 15 minutes. The cost of the wedding ceremony is set by statute at \$30.00.

On the day of the ceremony:

- You must bring all three copies of the marriage license.
- You must bring two people (related or non-related) to sign as witnesses on the marriage license.
- You should arrive at the Finance Office, which is located on the main floor of the Cass County Courthouse, at least 15 minutes prior to your scheduled wedding ceremony, to allow for time to complete the Marriage License paperwork. We will also collect the ceremony fee and fee for certified copies at this time.
- You must be here at the scheduled time for your ceremony or the ceremony will be cancelled.
- You may bring up to 20 immediate family members or friends to this ceremony.
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Payment for ceremony fees and certified copies may be made by cash, check or credit card. Payments made by credit card will incur an additional \$3.00 convenience fee.

HISTORICAL REFERENCE: APRIL 15, 2019