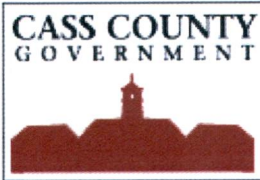


MEMO



County Administrator

Robert W. Wilson
701-241-5770
wilsonro@casscountynd.gov

TO: County Commissioners
FROM: Robert W. Wilson
DATE: June 3, 2021
SUBJECT: Commission Policy Manual Update

June 7th was the date designated to review the section of the Commission Policy Manual that generally impacts Administration and the Commission.

Attachment 'A' is the current glossary of policies with noted recommendations about their appropriateness in the updated manual. Blue indicates the policy is relevant and should be continued. Generally, these policies have been carried forward exactly as they appear in the current manual.

I am recommending policies in red are no longer needed. I chose not to recommend continuation of policies generally for two reasons: either they repeat duties & responsibilities described in North Dakota Century Code or they are so specific and detailed they essentially micromanage how department heads should manage their offices. Below is one example:

Policy 13.60 REDUCTION OF MEMO WRITING

Department heads and other supervisory staff shall be required to incorporate Commission actions into their work plans without further written notice in order to reduce memo writing.

Attachment 'B' is the outline of how the updated policy will be formatted. I may update how individual policies are numbered and ordered, but the structure is intended to be an on-line format where details about the individual policies are linked from the index page. I have not included every policy, but please reach out if you have any questions about anything you see in the attachments.

I will bring one specific policy to your attention: Lobbying. The old format, Attachment 'C', and new format, Attachment 'D.' The change in format is due to challenges I had converting the old document format. I am not thrilled with the new layout, so that is a work in progress. Content-wise, I have highlighted a sentence in the policy that I do not believe is needed. I cannot recall such a resolution being used in my time with Cass County.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

In general, no action is requested of the Board at this time. This is an update on work to date, and the Commission's opportunity to provide feedback and guidance as the work continues.

www.casscountynd.gov

**Commission Policy Manual
Initial Review Responsibilities
2021 Review
(Updated draft 06-03-21)**

1. Administration:

COURTHOUSE OFFICE LAY OUT	1.00
COUNTY OFFICES OUTSIDE OF THE COURTHOUSE.....	1.10
COUNTY HISTORY.....	2.00
MAP OF TOWNSHIPS AND COMMISSION DISTRICTS	2.10
MUNICIPAL INCORPORATION	22.00
RESERVING MEETING ROOMS (Non-county uses of county facilities).....	32.00

Commented [WR1]: Not needed in policy manual.

Commented [WR2]: Not needed in policy manual.

Commented [WR3]: Edited. Moved to updated CPM.

Commented [WR4]: Not needed. In NDCC Ch. 40-02

2. Administrator/Commissioners:

COUNTY OFFICES	
ELECTED	3.00
APPOINTED	3.10
EXTENSION SERVICE DEVELOPMENTAL LEAVE.....	3.20
ADVISORY BOARDS	4.00
MEMBERSHIP LIST.....	4.00
TERM LIMITATIONS.....	4.10
COUNTY COMMISSIONERS	
MISSION STATEMENT.....	13.00
GENERAL DUTIES	13.10
POWERS OF BOARD OF COMMISSIONERS.....	13.20
DEPARTMENT ROTATIONAL MEETINGS.....	13.30
MEETINGS, TIME AND PLACE	13.30
AGENDA PROCEDURES	13.40
MINUTES POSTED	13.50
MEMO WRITING REDUCTION.....	13.60
SPEAKING ON BEHALF OF COMMISSION	13.70
LIMITED DELEGATION OF POWERS.....	13.71
SALES TAX FOR FLOOD RISK REDUCTION/RECOVERY PROJECTS.....	13.72
FLOOD LOT LEASE POLICY.....	13.73
REIMBURSEMENT	
TRAVEL	13.80
PER DIEM	13.81
HUMAN SERVICE ZONE BOARD COMPENSATION	13.82
PAY PHILOSOPHY	13.90
LOBBYING	20.00
TAX INCENTIVE POLICY.....	34.00

Commented [WR5]: 3 page policy for use of meeting rooms.

Commented [WR6]: Moved to updated CPM.

Commented [WR7]: More appropriate for Employee Handbook?

Commented [WR8]: All have been moved over to updated format as is.

Commented [WR9]: Carried over to updated policy.

Commented [WR10]: Not included – not repeating State Statute.

Commented [WR11]: Not included. Combined with meetings time & place.

Commented [WR12]: Carried over.

Commented [WR13]: Carried over.

Commented [WR14]: Not included. Minutes available online.

Commented [WR15]: Not needed. Amounts to micromanaging departments.

Commented [WR16]: Happy to discuss further, but all of you are free to share your views as elected county commissioners.

Commented [WR17]: Carried over with verification from SAO.

3. All Department Heads:

COUNTY DEPARTMENTS	
DEPARTMENT LISTING.....	14.00
COUNTY STANDING COMMITTEES	14.01
COUNTY STANDING COMMITTEES PROCEDURE.....	14.02
COUNTY FEES.....	14.09
COUNTY RECORDS	14.10
COUNTY WEDDING CEREMONIES	14.11
OPEN RECORDS	14.20
EMPLOYMENT REFERENCE	14.21

Commented [WR18]: Carried over.

Commented [R19]: Carried over.

Commented [R20]: Carried over.

Commented [R21]: Moved into Zone Board section 5ci

Commented [R22]: Carried over.

Commented [R23]: Carried over – with a highlight to review.

Commented [R24]: Carried over.

Updated Commission Policy Manual

1. Welcome:
 - a. County History
 - b. County Population
 - c. County Geography

2. Counties: Political Subdivisions of the State of North Dakota:
 - a. North Dakota Century Code
 - b. Cass County Home Rule Charter
 - c. County Ordinances

3. County Commission
 - a. Mission Statement
 - b. Meeting, Time & Place
 - c. Agenda Procedures
 - d. Limited Delegation of Powers
 - e. Sales Tax for Flood Risk Reduction/Recovery Projects
 - f. Flood Lot Lease Policy
 - g. Travel & Per Diem Reimbursement
 - h. Pay Philosophy
 - i. Lobbying
 - j. Tax Incentive Policy
 - k. Advisory Board Term Limitations
 - l. Investment Policy

4. Countywide Policies:
 - a. Commission Policy Manual
 - b. Employee Handbook

5. Cass County Departments:
 - a. Elected Director-led Departments
 - i. State's Attorney
 - ii. Sheriff's Office
 1. Patrol
 2. Jail
 - b. Appointed Director-led Departments
 - i. Administration (Strategic Planning)
 1. Commission Assistant
 2. HR
 3. Buildings & Grounds
 - a. Uses of County Facilities
 - b. Facility Maps
 - ii. Highway
 1. Planning (Commission)

- 2. Vector Control (Board)
- iii. Finance
 - 1. Elections
 - 2. Budgeting & Financial Management
- iv. Recorder
- v. Tax Equalization
- vi. VSO
- vii. Emergency Management
- viii. Information Technology
- ix. Coroner
- c. Split Accountability Departments: County & Other Oversight (3)
 - i. Human Services (Zone Board)
 - ii. Noxious Weeds (Weed Control Board)
 - iii. Extension (North Dakota State University)

6. Portfolio/Committee Responsibilities

- a. Department Portfolio Assignments
 - i. Current Assignments
 - ii. Portfolio Responsibilities
- b. Committee Assignments
 - i. County Committees
 - 1. Flood Sales Tax/Buyout
 - 2. Road Advisory
 - 3. Personnel Overview
 - 4. Parks Board
 - 5. Flood Lot Lease
 - 6. Weed Control
 - 7. Building Committee
 - 8. Cass County Water Resource Boards
 - a. Maple River Water Resource District
 - b. Southeast Cass Water Resource District
 - c. Rush River Water Resource Districts
 - d. North Cass Water Resource District
 - 9. Emergency Management Oversight Committee
 - 10. Cass County Housing Authority
 - 11. City Planning & Zoning Commissions
 - ii. Community Committees
 - 1. Metropolitan Council of Governments
 - 2. Greater Fargo Moorhead Economic Development Corporation
 - 3. Lake Agassiz Regional Council
 - 4. Fargo Cass Public Health Board
 - 5. Metro Flood Diversion Board of Authority
 - a. Finance Sub Committee
 - b. Land Management Sub Committee

- c. Public Outreach Sub Committee
- 6. Cass Clay Food Advisory Commission
- 7. Red River Basin Commission
- 8. Fargo Dome Board of Authority
- 9. West Central Regional Juvenile Center
- 10. School Reorganization Committee
- 11. Southeast Human Services Board
- 12. Special Assessment Commission

7. Association Memberships –

- a. NACo
- b. NDACo
- c. Department Associations

8. Miscellaneous-

- a. Licensing & Permits
 - i. Liquor Licenses
 - ii. Wedding licenses
- b. County Cemeteries

CASS COUNTY

COMMISSION POLICY MANUAL

20.00

SUBJECT: LOBBYING

ADOPTED DATE: MAY 4, 1992

PAGE 1 OF 1

Any employee, other than an elected official, who is involved in lobbying at the State Legislature, shall take annual leave for such activities unless such lobbying has been approved by the county commission. If the commission is not in session, such lobbying shall be approved by the commissioner holding that portfolio and reported at the next commission meeting. And further, all lobbying on behalf of Cass County, whether by employee or elected official, shall be properly documented for necessary reimbursement; and that a resolution pertaining to said policy be submitted to all Cass County departments, along with a Legislative Lobbying Report form to be completed by department heads.

HISTORICAL REFERENCE DATE: JANUARY 7, 1991

Commission Policy Manual
3.i Lobbying
Adopted November 1, 2021

Any employee, other than an elected official, who is involved in lobbying at the State Legislature, shall take annual leave for such activities unless such lobbying has been approved by the county commission. If the commission is not in session, such lobbying shall be approved by the commissioner holding that portfolio and reported at the next commission meeting. And further, all lobbying on behalf of Cass County, whether by employee or elected official, shall be properly documented for necessary reimbursement; and that a resolution pertaining to said policy be submitted to all Cass County departments, along with a Legislative Lobbying Report form to be completed by department heads.