



Administration

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MEMO

TO: County Commission

FROM: Taylor Kaushagen

Date: September 13, 2023

Subject: Commission Policy Manual Updates

I continue to lead the Administration Office's efforts to update and clarify the Commission Policy Manual and make it more relevant. The Commission has acted several times in the last six months to remove some policies, further review others, and leave still other policies as is.

This is a needed, but time-intensive effort because the Commission Policy Manual contains some clearly out of date policies, others that are word-for-word copies of state statute or personnel policies that exist in our Employee Handbook. Still others appear valuable and instructive but are not organized in a logical manner.

On September 18th the Board will consider action that continues this effort. The suggested action is to delete policies that are word-for-word redundant with state statute, not applicable to current processes, or overlap with other policies.

The policies recommended for removal are identified in red on the attached handout. Policies in green are needed and should remain. All recommended actions have been reviewed by the Administration Office and the Highway Department.

If the Board approves the suggested motion the next step will be to reorganize and reformat the Commission Policy Manual. The intent is that the final updated Commission Policy Manual will be easier to use, and an operational counterpart to the Employee Handbook which contains personnel policies.

SUGGESTED MOTION: Amend Commission Policy Manual with the removal of policies 8.10, 9.00, 9.20, 9.50, 12.00, 16.40, 24.20, 24.00, and 24.10.

Highlighted Red = recommended removal from manual

Highlighted Yellow= needs discussion

Highlighted Green= recommended stay in manual

FOR COUNTY ROADS	8.10
Recommend removal by Highway Department, copy of NDCC.	
BRIDGES, CULVERTS AND ROADS	
POWERS OF BOARD OF COMMISSIONERS	9.00
Recommend removal by Highway Department, copy of NDCC.	
TITLE VI COMPLAINT PROCEDURE.....	9.01
This policy needs to remain per the Highway Department.	
BRIDGE REPAIRS/SIGNING OF STRUCTURES	9.10
BRIDGE REPLACEMENT	9.10
This policy needs to remain per the Highway Department, however needs to be updated.	
DEFINITIONS.....	9.20
Recommend removal by the Highway Department, copy of NDCC, regulations required by NDCC.	
ROAD FUNDING PARTICIPATION (ASPHALT SURFACING).....	9.30
This policy needs to remain per the Highway Department, however needs updating.	
COUNTY HIGHWAYS WITHIN ANNEXED CITIES	9.35
This policy needs to remain per the Highway Department, however needs updating.	
ADOPT-A-HIGHWAY PROGRAM	9.50
Recommend removal by Highway Department, program not utilized in years.	
PRIVATE ROAD MAINTENANCE	9.60
This policy needs to remain per the Highway Department.	
DUST CONTROL GUIDELINES.....	9.61
This policy needs to remain per the Highway Department, however needs updating.	
SNOW AND ICE CONTROL.....	9.80
FLOOD ASSISTANCE TO CITIES AND UNINCORPORATED AREAS	9.81
This policy needs to remain per the Highway Department.	
OVER DIMENSION VEHICLE REGULATIONS.....	9.90
This policy needs to remain per the Highway Department.	
COMPREHENSIVE LAND USE POLICY	12.00
Recommend removal by the Highway Department, refers to comprehensive plan.	

FLOODING 16.40

Recommend removal by the Highway Department, Townships are now reimbursed by FEMA or NDDDES, not the County.

HAZARD MITIGATION LAND ACQUISITION 37.00

This policy needs to remain per the Highway Department, however needs updating.

PLANNING FUNCTION OF CASS COUNTY 24.20

Recommend removal by the Highway Department, refers to Subdivision Ordinance.

SUBDIVISION APPLICATION FEES 24.30

This policy needs to remain per the Highway Department, however could be updated.

PLATTING AND LAND SUBDIVISION REGULATIONS 24.00

Recommend removal by the Highway Department, refer to Subdivision Ordinance.

ROADS IN SUBDIVISIONS/SEWER PERMITS/SOILS TESTS 24.10

Recommend removal by the Highway Department, refer to Subdivision Ordinance.

UTILITY PERMITS 28.00

This policy needs to remain per the Highway Department, however could be updated.