

# CASS COUNTY

## North Dakota

# POPULAR REPORT

### A Financial Summary for its Citizens

Citizens of Cass County

It is with pleasure we present Cass County's Popular Annual Financial Report (PAFR) for the fiscal year ended December 31, 2007. This report is intended to present an accessible overview of the County's financial position and policies and its commitment to providing responsive services and programs in a fiscally responsible manner.

The Cass County Auditor's Office has generated this report using information from the 2007 Cass County Comprehensive Annual Financial Report (CAFR). The CAFR was prepared in conformance with Generally Accepted Accounting Principles (GAAP) and was audited by the North Dakota State Auditor's Office. The CAFR is available at the Cass County Auditor's Office or on our web site, [casscountynd.gov](http://casscountynd.gov), for the reader who wants a more detailed look at county finances including the notes to the financial statements.

This report is not intended to replace the CAFR, but instead be presented to increase the public confidence in County government through easier, more user-friendly financial reporting. Unlike the CAFR, the PAFR was not prepared in conformance with Generally Accepted Accounting Principles (GAAP) and was not audited.

As you review this report, I invite you to share your comments, concerns, questions, and recommendations on how we may better serve the needs of the citizens of Cass County.

*Michael Montplaisir, CPA  
Cass County Auditor*



On the eastern border of North Dakota lies the Red River Valley, a valley that has its origin in Glacial Lake Agassiz, an enormous ice dammed lake that developed at the end of the last ice age. As Glacial Lake Agassiz drained, it deposited clay rich soils that are among the richest in the world, supporting wheat, barley, sugar beets and sunflowers. Encompassing 1,765 square miles in land and 3 square miles in water, **Cass County** is located in the heart of this valley.



According to the 2000 census, 123,138 people call this valley home, an increase of almost 20% since 1990; and, although agriculture

is an important part of the economy, most of this increase is due to the growth in the metropolitan areas. The Fargo Cass County metro area is a thriving business area and a vital part of the economy of the county. The county seat and largest city in the county and state is Fargo, with a current population of 90,599.

National surveys have consistently ranked Cass County and Fargo as a good place to live and raise a family. The air and water are clean, the economy is active and the crime and unemployment rates are some of the lowest in the nation. This area, which



includes our neighbor across the river in Minnesota, is home to two universities, a private college, a business school, a technical college and a skills and technology center providing higher education, so its citizens are well educated, with strong mid-western work ethics. Essentia Health based out of Duluth, MN has added Dakota Clinic/Innovis Health to their already owned 9 hospitals. Essentia Health and numerous other clinics in Cass County provide top quality medical care. There is a symphony and the opera, the Plains Art Museum, Fargo Theater, and Bonanzaville, big name entertainment in the Fargo Dome and a thriving, 'trendy' downtown area, college sports teams and the Red Hawks minor league baseball team.



**“National surveys have consistently ranked Cass County and Fargo as a good place to live and raise a family.”**

Combined, Fargo, Moorhead, West Fargo and Dilworth built over 1,000 single unit dwellings despite the national housing downturn. Last year the number of units built was fifth highest in history. The total construction value in 2007 dropped to just over \$450 million. Even with the slowing pace of new construction, home buying of pre-owned existing single family homes has increased 4.1 percent between 2006 and 2007 in the Fargo-Moorhead area. Home values in the F-M area are steady and stable. In 2007, home sales prices increased 3.8 percent..

This report presents an overview of each county department. The presentation reflects the county's governmental operations. Included in the department overview you will find discussions on significant 2007 highlights were applicable as well as department plans for the 2008 year.

Governmental operations are those primarily supported by tax dollars for services such as law enforcement, social welfare and highways and bridges. The governmental category can be further subdivided between operations and capital activities. Capital project activities are dollars spent to construct, acquire or improve major facilities of the government.

This report includes a condensed statement of net assets, condensed statements of revenues and expenditures, an overview of county functions and historical data. This report also includes financial information about the county's component units. The component units are the four Water Resource Districts – Southeast Cass, North Cass, Maple River and Rush River; and the Cass County Vector Control District and Noxious Weed District. The financial information for the component units includes a condensed statement of net assets and condensed statements of revenues and expenditures.



Complete financial information on the individual Water Resource District can be obtained at the Water Resource Districts Office, 1201 Main Ave West, West Fargo, ND 58078. Complete financial information for the Cass County Vector Control and Noxious Weed District can be obtained at the Cass County Auditor's Office, P.O. Box 2806, Fargo, ND 58108.



## FINANCIAL POSITION STATEMENT

### SUMMARY

The Financial Position Statement, known in accounting terms as the "Statement of Net Assets", is designed to provide a picture of the County's financial position as of the end of the year. The Primary Government is made up of all departments within the Cass County Government. The Component Units consist of the four Water Resource Districts (Southeast Cass, North Cass, Maple River and Rush River), Cass County Vector Control District and Noxious Weed District.

### ASSETS

Assets are the items owned by the County that will provide a benefit in the future. Cash is comprised of cash and investments held in County Treasury. Receivables are amounts owed to the county. Capital Assets are property and equipment that represent the furniture, equipment, vehicles, land, buildings, roads, bridges, and infrastructure.

### LIABILITIES

Liabilities are amounts the county owes to individuals, companies, other governments and lenders. Non-current liabilities otherwise known as long-term debt, represents the amount of debt which the County has issued and still owes. This debt does not have to be paid off in one year, but the County makes yearly payments on these amounts.

### ASSETS OVER LIABILITIES

This amount is assets exceeding liabilities and are also known as "Net Assets". Net assets increased by \$6 million and \$1.2 million for both the primary government and Component Units respectively over the prior year. These increases are mainly the result of increased investment in capital infrastructure.

## CASS COUNTY GOVERNMENT

### FINANCIAL POSITION STATEMENT

	Primary Government		Component Units	
	2007	2006	2007	2006
<b>FINANCIAL ASSETS</b>				
Cash & Cash Equivalents	\$25,573,316	\$25,922,398	\$4,834,810	\$5,521,458
Receivables	3,115,588	2,583,104	425,079	1,619,041
Other Assets	1,234,250	887,131	7,491,413	7,229,489
Capital Assets	97,115,550	90,548,328	98,573,412	97,704,395
<b>Total Financial Assets</b>	<b>\$127,038,704</b>	<b>\$119,940,961</b>	<b>\$111,324,714</b>	<b>\$112,074,383</b>
<b>FINANCIAL LIABILITIES</b>				
Current payables	\$10,452,893	\$9,678,788	\$659,483	\$1,823,618
Non-current liabilities	2,835,250	2,524,443	7,927,353	8,799,469
<b>Total Financial Liabilities</b>	<b>\$13,288,143</b>	<b>\$12,203,231</b>	<b>\$8,586,836</b>	<b>\$10,623,087</b>
<b>Total Financial Assets</b>				
<b>Over Financial Liabilities</b>	<b>\$113,750,561</b>	<b>\$107,737,729</b>	<b>\$102,737,878</b>	<b>\$101,451,296</b>

## EXPENDITURES

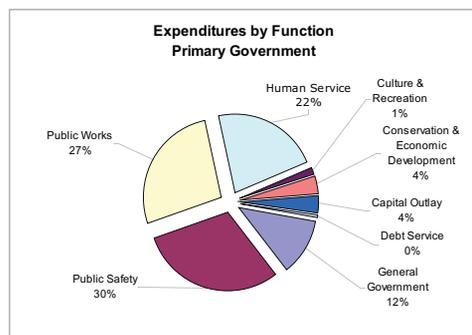
Expenditures are the amounts spent in order to provide services to citizens. The chart depicts expenditures by function as a percentage of the total expenditures of the primary government for the year ended December 31, 2007.

Public Safety is the largest county expense and includes the sheriff's department, county jail operations, states attorney's office and emergency management.

Public Works is the next largest county expense and is made up of the county road and bridge operations.

Conservation & economic development expenditures reflect the work that is done to simulate the economic development for Cass County.

Human Service expenditures are combined program and administrative costs to provide assistance to the county's most vulnerable residents.



## EXPENDITURES

PRIMARY GOVERNMENT	2007	2006	CHANGE
General Government	\$5,401,189	\$5,442,844	\$(41,655)
Public Safety	14,142,215	14,437,318	(295,103)
Public Works	12,521,918	10,348,744	2,173,174
Human Service	10,214,941	9,437,985	776,956
Culture & Recreation	684,903	621,408	63,495
Conservation & Economic Development	1,647,007	1,585,220	61,787
Capital Outlay	1,736,980	3,257,748	(1,520,768)
Debt Service	231,896	314,063	(82,167)
Total Primary Government	\$46,581,049	\$45,445,330	\$1,135,719

## COMPONENT UNITS

SE Cass Water Resource	\$5,976,126	\$16,331,358	\$(10,355,232)
Maple River Water Resource	690,575	947,533	(256,958)
North Cass Water Resource	276,855	441,834	(164,979)
Rush River Water Resource	279,124	261,324	17,800
Vector Control	870,236	618,462	251,774
Weed Control	337,044	352,581	(15,537)
Total Component Units	\$8,429,960	\$18,953,092	\$(10,523,132)

Debt Service expenditures are costs of paying interest and principal on county debt.

General Government includes the county commission and constitutional offices of the county auditor, county treasurer and county recorder. Also included in this category are other offices concerned with general operations of the county, such as tax equalization, information services, county administrator, and veteran's service.

## REVENUES

PRIMARY GOVERNMENT	2007	2006	CHANGE
Property Taxes	\$22,943,683	\$20,934,141	\$2,009,542
Sales Tax	9,060	2,412	6,648
Intergovernmental	14,201,619	16,680,942	(2,479,323)
Licenses, permits, & fees	254,416	268,555	(14,139)
Charges for Services	6,354,859	4,362,415	1,992,444
Miscellaneous	1,805,506	1,680,156	125,350
Total Primary Government	\$45,569,143	\$43,928,621	\$1,640,522

## COMPONENT UNITS

SE Cass Water Resource	\$5,292,434	\$12,253,259	\$(6,960,825)
Maple River Water Resource	757,387	729,556	27,831
North Cass Water Resource	304,724	456,530	(151,806)
Rush River Water Resource	243,828	267,251	(23,423)
Vector Control	786,555	606,626	179,929
Weed Control	380,785	362,289	18,496
Total Component Units	\$7,765,713	\$14,675,511	\$(6,909,798)

government's revenues increased in 2007 mainly due to an increase in property taxes as a result of increase property tax valuations.

Intergovernmental revenues are also a main source of county funding. Intergovernmental revenues are the combined resources received from grants and from the State of North Dakota. This revenue source decreased in 2007 as a result of a reduction in homeland security grant funding as well as reduced funding for county road and bridge projects from the State of North Dakota.

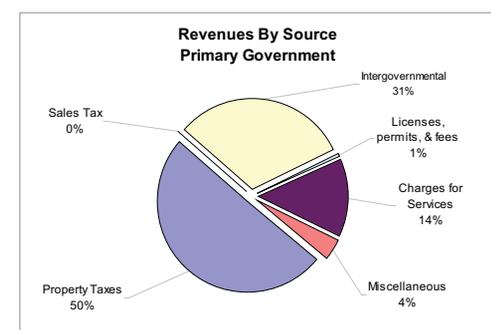
Charges for Services are the revenues of various County departments and Agencies for fees paid to them by the public. Some examples are fees for recording deeds and transferring property. This revenue source increased in 2007 as a result of a 2.2 million dollar road project that was privately funded by the Tharaldson Ethanol Plant.

Licenses, Permits, & Fees are the revenues from selling licenses and other items.

## REVENUES

Revenues are the amounts the County receives from a plethora of sources in order to pay for the services it provides. The chart depicts revenues by source as a percentage of the total revenues of the primary government for the year ended December 31, 2007.

Property taxes continue to be one of the main sources of revenue for Cass County. The primary



# COUNTY COMMISSION

The county is governed by a five member Board of Commissioners who have plenary power to enact ordinances and resolutions. Among the powers granted to this body in the County's home rule charter are to: levy property taxes for the county, approve the county's annual budget, authorize bond issues, approve the payment of bills, oversee all county departments, issue alcoholic beverage licenses, supervise the electoral process of the county, manage all county property, appoint county officials who are not elected and members of certain committees and boards, and set employee salaries and benefits.

## 2007 HIGHLIGHTS

The Board of County Commissioners opened up a jail addition as part of the 5-year planned expansion. The cost of the 96 new beds was covered by revenues collected in the original sales tax approved by the voters of Cass County. No other taxpayer funds were needed to complete the expansion. The board has begun the planning process for a proposed west addition to the Cass County Courthouse.

### CONTACT INFORMATION

Cass County Commission Office  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5609  
[bennettv@casscountynynd.gov](mailto:bennettv@casscountynynd.gov)  
[pawlukk@casscountynynd.gov](mailto:pawlukk@casscountynynd.gov)  
[sorumr@casscountynynd.gov](mailto:sorumr@casscountynynd.gov)  
[vanyod@casscountynynd.gov](mailto:vanyod@casscountynynd.gov)  
[wagners@casscountynynd.gov](mailto:wagners@casscountynynd.gov)

### EXPENDITURES

County Commission.....	2005.....	2006.....	2007
County Board Operations (1).....	\$170,495	\$177,323	\$855,493
County Wide Administrative Expenses.....	461,535	521,748	381,245
Public Service Agencies			
Fargo Cass Public Health.....	453,858	497,886	515,353
Greater FM Economic Development .....	300,000	350,000	375,000
Volunteer Ambulance & Rescue Association	145,000	145,000	145,000
Red River Valley Fair Association.....	120,350	114,219	114,219
Cass County Historical Society (Bonanzaville)	40,325	45,760	52,760
Other Public Service Agencies .....	21,000	27,000	27,000
<b>Total County Commission .....</b>	<b>\$1,712,564</b>	<b>\$1,878,936</b>	<b>\$2,466,070</b>

(1) In 2007 expenditure includes a \$500,000 transfer to future building project and \$180,000 to the 911 service fund.

# COUNTY ADMINISTRATOR

The County Administrator is responsible for making recommendations to the Board of Commissioners, for implementing Commission policies, for participating in Risk Management, for managing the Human Resources, and the Buildings and Grounds departments.

The Human Resources department works in partnership with administrators, managers and employees to meet human resource needs in a timely, effective and professional manner. Cass County currently has approximately 400 full and part time employees.

## 2007 HIGHLIGHTS

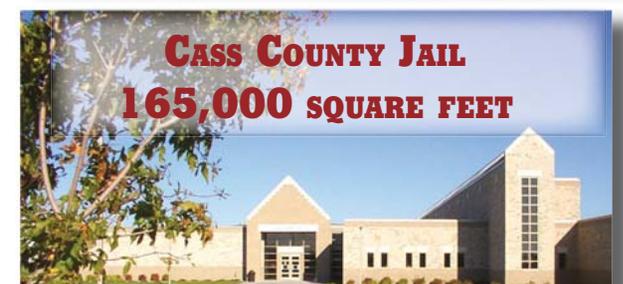
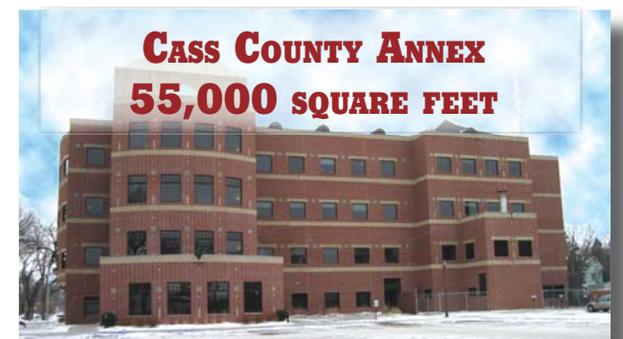
The County Administrator is working with the county's space and planning committee to ensure proper formulation of a master plan for capital improvements. This work will continue in 2008 and will culminate into a master plan. The County Administrator has been working on legislative items, regional dispatch issues and employment matters to advance local services.

### EXPENDITURES

County Administrator.....	2005.....	2006.....	2007
Buildings and Grounds .....	\$1,410,226	\$1,198,432	\$1,419,120
County Administrator and Personnel .....	189,975	222,983	243,786
<b>Total County Administrator .....</b>	<b>\$1,600,201</b>	<b>\$1,421,415</b>	<b>\$1,662,906</b>

### CONTACT INFORMATION

Cass County Administrator  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5720  
[admin@casscountynynd.gov](mailto:admin@casscountynynd.gov)



# COUNTY AUDITOR

The County Auditor is by statute the county's Chief Financial Officer, Elections Administrator, Property Tax Administrator, and Executive Secretary to the Board of County Commissioners. The Chief Financial Officer's role is to oversee all financial activities of the county. As the Elections Administrator, the Auditor's Office administers all state and county elections held in the county. As the Property Tax Administrator, the Auditor's Office maintains the property tax system, provides guidance to Township officials regarding their annual meeting obligations, computes mill levies for each taxing entity in the county, prepares property tax bills, distributes taxes collected to the various taxing entities and collects delinquent taxes. As the Executive Secretary to the Board of County Commissioners, the Auditor attests to official actions of the Commission and oversees the preparation of minutes of commission meetings and other committee or appointed board meetings.

## 2007 HIGHLIGHTS

Even though 2007 is an off year for elections, the county auditor's office prepared for the 2008 election cycle. The number of precinct boundaries and polling locations were reviewed and were decreased from 58 to 35 and 56 to 33 respectively.

## 2008 PLANS

The County Auditor's Office, along with the County Treasurer, Director of Equalization and the Information Technology Department are researching an upgrade or replacement of the property tax system used in Cass County. An emphasis will be placed on implementing new property tax legislation passed during the Legislative Session in 2007 and improving access to information contained in the tax system over the internet.

A purchasing card system will be set in place to make the processing of bills more time and cost efficient.

### Contact Information

Cass County Auditor  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5600

<b>EXPENDITURES</b>			
County Auditor.....	2005.....	2006.....	2007.....
Operations (1).....	\$431,206 .....	\$479,536 .....	\$701,520
Elections.....	401,855 .....	383,880 .....	36,946
Cemetery.....	8,749 .....	9,371 .....	6,583
<b>Total County Auditor .....</b>	<b>\$841,810 .....</b>	<b>\$872,786 .....</b>	<b>\$745,049</b>

(1) The 2007 Expenditures includes increased cost to upgrade accounting system and special assessment system.

# INFORMATION TECHNOLOGY

The mission of the Information Technology (IT) Department is to optimize and coordinate the use of technology to support the delivery of exceptional public services. The department is responsible for IT policy and planning for all computer, network and telecommunications related services utilized by county employees. A service desk supports daily network activity for the County and 24/7 on call support for emergencies. The Geographical Information System (GIS) Division develops and supports applications that display in a graphical format information on County highways, property information, district boundaries as well as mapping of vector (mosquito) and noxious weeds locations.

### CONTACT INFORMATION

Information Technology  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5723  
[IT@casscountynd.gov](mailto:IT@casscountynd.gov)

<b>EXPENDITURES</b>			
Information Technology.....	2005.....	2006.....	2007.....
Operations.....	\$1,035,750 .....	\$930,412 .....	\$923,684
Debt Service.....	83,759 .....	83,759 .....	-
<b>Total Information Technology.....</b>	<b>\$987,735 .....</b>	<b>\$1,119,509 .....</b>	<b>\$1,014,171</b>

The expenditures include the Debt Service for the AS400 Computer lease.

# DIRECTOR OF EQUALIZATION

The Director of Equalization Office oversees the property tax assessment function for Cass County by ensuring that uniform methods and procedures are used throughout the county to arrive at fair and accurate valuations of property. The department answers assessment questions for the citizens of Cass County and advises the Cass County Commission concerning valuation, taxation, and assessment issues.

## CONTACT INFORMATION

Director of Equalization  
 (County Assessor)  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5616  
[assessor@casscountynd.gov](mailto:assessor@casscountynd.gov)

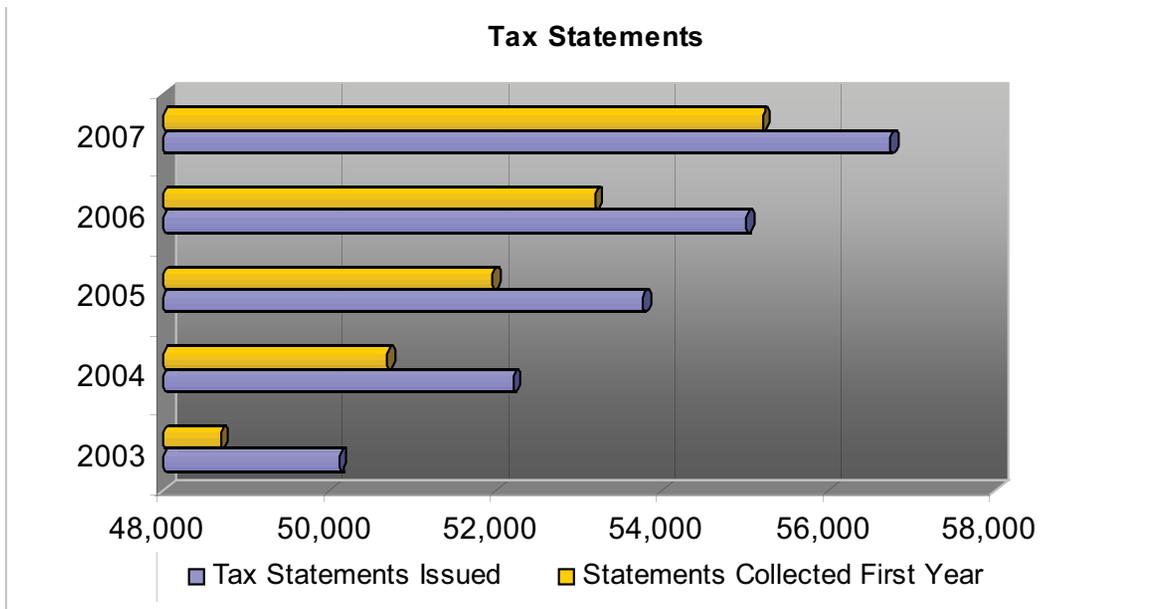
<b>EXPENDITURES</b>	2005	2006	2007
Director of Equalization .....	\$134,705	\$143,318	\$152,730

# COUNTY TREASURER

The County Treasurer's Office serves as the central collection point for all money received by the county from property taxes, federal and state funding, county and city reimbursements, bank account interest, fines, and fees charged for services. This office reconciles the bank accounts, disburses payments to taxing entities in the county, invests funds to receive the best return, and provides information to lending agencies. In addition, they issue marriage licenses, perform wedding ceremonies, and oversee the Cass County Youth Commission.



**CASS COUNTY YOUTH COMMISSION**



<b>EXPENDITURES</b>	2005	2006	2007
County Treasurer .....	\$260,078	\$275,663	\$303,096

## CONTACT INFORMATION

Cass County Treasurer  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806  
 Treasurer 701-241-5611  
 Marriage Licenses 701-241-5608  
[treasurer@casscountynd.gov](mailto:treasurer@casscountynd.gov)

# COUNTY RECORDER

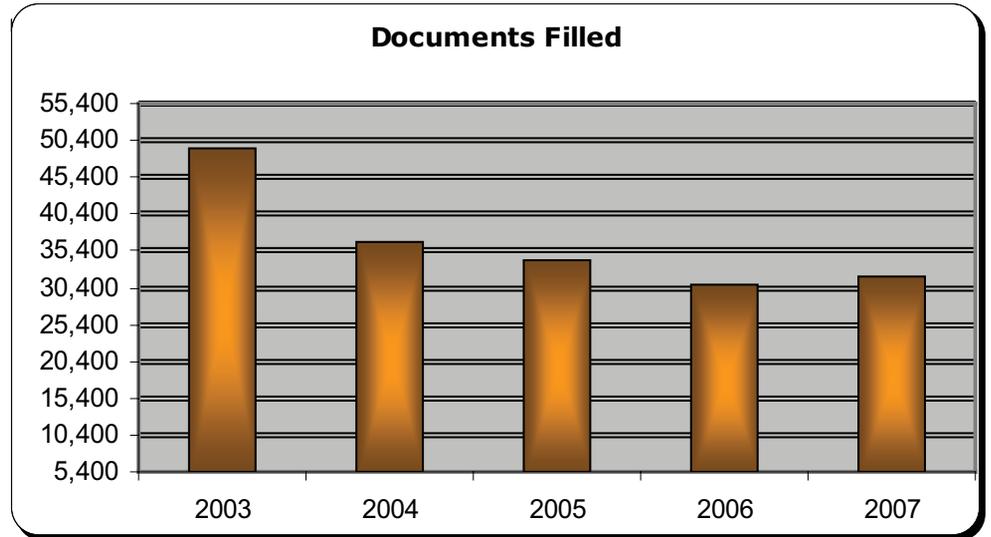
The County Recorder's Office is responsible for the recording of legal documents according to specifications of North Dakota statutes as set forth in the North Dakota Century Code. This includes maintaining and preserving an archival copy of those records for public use, filing personal property liens in a statewide central indexing system, and filing wills for safekeeping. All records are open to the public and they encourage the public to come in and do research.

In 1999, the Recorder's Office began publishing images and information to the North Dakota Recorders Information Network. This network provides access to real estate records via the Internet to its subscribers.

## CONTACT INFORMATION

Cass County Recorder  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5620  
[recorder@casscountynd.gov](mailto:recorder@casscountynd.gov)

<b>EXPENDITURES</b>	2005	2006	2007
County Recorder .....	\$434,733	\$464,591	\$465,653



# SOUTHEAST REGIONAL CHILD SUPPORT

The Southeast Regional Child Support Unit establishes and enforces child support obligations for a six-county area that includes Cass, Ransom, Richland, Sargent, Steele and Traill counties.

## 2007 HIGHLIGHTS

On July 1, 2007 the Southeast Regional Child Support Department became part of the State Department of Human Services.

## 2008 PLANS

At the end of May in 2008, this department will be relocating to the Time Square Mall at 4900 13<sup>th</sup> Avenue SW in Fargo.

## CONTACT INFORMATION

Regional Child Support  
 4950 13th Ave South Suite 22  
 PO Box 2987  
 Fargo ND 58108-2806  
 701-298-4900  
[regional@casscountynd.gov](mailto:regional@casscountynd.gov)

<b>EXPENDITURES</b>	2005	2006	2007
Southeast Regional Child Support .....	\$1,268,740	\$1,304,190	\$1,408,272

# STATE'S ATTORNEY

The State's Attorney's Office is responsible for:

- Prosecuting all criminal matters, as well as juvenile delinquencies, child deprivations and parental terminations.
- Representing petitioners in mental health commitments.
- Providing legal services to county departments, law enforcement agencies, townships, school officials and various county boards.
- Assisting the Regional Child Support Office.

The State's Attorney's budget includes the cost of the County Coroner whose services are contracted on an annual basis.

## CONTACT INFORMATION

State's Attorney  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5640  
[statesattorney@casscountynd.gov](mailto:statesattorney@casscountynd.gov)

<b>EXPENDITURES</b>	2005	2006	2007
State's Attorney .....	\$1,548,453	\$1,650,906	\$1,806,372

# CASS COUNTY OFFICE OF NDSU EXTENSION SERVICE

Cass County Extension Service is part of a unique partnership between the Cass County Commission, North Dakota State University Extension Service (through a state legislative appropriation) and the U.S. Department of Agriculture who cooperate to provide the core financial support for this educational entity.

The Cass County Extension office is one of 53 county field offices of the NDSU Extension Service that make up an educational network to help people improve their quality of life. Extension staff serves the people by providing research and knowledge based information in agriculture, horticulture, human development, food and nutrition, 4-H youth development, community and economic development, and leadership areas. Some samples of current educational programming by subject areas are:

- **Agriculture** - crop and livestock production, value added agriculture, pest management, farm business and marketing of agriculture products. Annie's Project (see photo) a financial management program for farm women.
- **Horticulture** - tree & shrub selection, pest management, gardening, fruit & vegetable growing. The Master Gardener Program is a volunteer leader training program made up of 161 people who are knowledgeable in horticulture and help others identify problems and answer their questions.
- **Human Development** - "Countdown to Kindergarten", program helps children enter kindergarten ready for success. Four-year-olds, together with their parents, attend sessions where they engage in science experiments, imaginary play, reading and math games. Parents are encouraged to be active in their child's development. Funding is provided by United Way of Cass-Clay.
- **Food and Nutrition** - "On the Move To Better Health" is a healthy eating & physical activity program reaching over 1,360 4th and 5th grade Cass County School students. It is a nationally recognized nutrition education program developed here in Cass County.
- **4-H Youth Development Program** - teaches leadership, citizenship and life skills to youth age 5 - 18. It reaches youth through community clubs, school enrichment and after school program efforts. In 2007, the program reached 4,889 youth in Cass County



## CONTACT INFORMATION

Cass County Extension Services  
 Cass County Annex  
 1010 2<sup>nd</sup> Avenue South, PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5700  
[extension@casscountynd.gov](mailto:extension@casscountynd.gov)

<b>EXPENDITURES</b>	2005	2006	2007
County Extension .....	\$320,186	\$394,905	\$417,673

# SHERIFF

The Sheriff's Office provides law enforcement services to the people of Cass County. Their ultimate goal is to prevent crime and violence in an effort to safeguard the rights, lives and property of the citizens of Cass County. They focus on two distinct areas:

## CASS COUNTY JAIL

It is the mission of the Cass County Jail to provide a safe and secure confinement for lawfully committed inmates or detainees in compliance with standards set forth by the North Dakota Century Code and the North Dakota Administrative Jail Rules. The primary goal of the jail is to provide for the safety of Cass County citizens by detaining lawfully committed inmates in the most efficient and cost effective manner as possible.

The Cass County Jail is the only correctional facility in Cass County and therefore, also houses inmates for Fargo and West Fargo. The Jail processed a total of 7,555 inmates during 2007 with an average daily population of 210 inmates at an average cost per day of \$86.14.

## CONTACT INFORMATION

Cass County Jail  
 450 34<sup>th</sup> Street South  
 Fargo ND 58103  
 701-271-2900  
[jail@casscountynd.gov](mailto:jail@casscountynd.gov)

## FIELD OPERATIONS

The Field Operations unit is the most visible unit to the public since their duties take them into the communities on a daily basis. The functions that they perform are:

- Investigations of criminal complaints generated by the deputies or called in by the public. These complaints range from crimes against property to crimes against people, such as rape and homicides.
- Civil Process involves serving all criminal and civil papers. Civil actions consist of civil suits, court orders, small claims, subpoenas, and executions.
- Serving warrants received from various municipal and district courts in Cass County.
- Patrol officers cover approximately 1,700 square miles in Cass County with deputies traveling 328,000 miles per year and handling 3,901 reported calls for service.
- Participate in a transportation network that transports wanted subjects from one location to another.
- Community policing program where a deputy sheriff is assigned to a community that does not have a police department.
- Participate in the Cass County Drug Task Force.
- Operate the D.A.R.E. Program to encourage students to "Say No to Drugs" and to teach them how to handle peer pressure and how to avoid violence.

## CONTACT INFORMATION

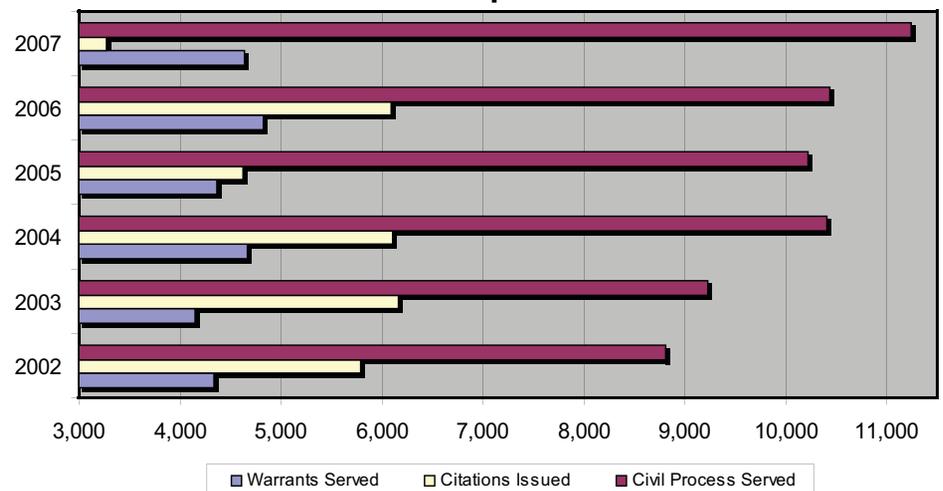
Cass County Sheriff's Office  
 Cass County Courthouse  
 PO Box 488  
 Fargo ND 58107-0488  
 701-241-5800  
[sheriff@casscountynd.gov](mailto:sheriff@casscountynd.gov)

### EXPENDITURES

County Sheriff	2005	2006	2007
Operations	\$3,147,541	\$3,370,193	\$3,585,318
Jail and Detention Center	5,080,372	5,578,830	6,024,957
<b>Total County Sheriff</b>	<b>\$8,227,913</b>	<b>\$8,949,023</b>	<b>\$9,610,275</b>



Sheriff Operations



## EMERGENCY MANAGEMENT

Cass Fargo Emergency Management provides an integrated emergency management system that prepares Cass County for a natural or a man-made emergency or disaster. Cass County has a joint powers agreement with the City of Fargo to fund and operate a joint Emergency Management Office. This office coordinates with the North Dakota Department of Emergency Management and the North Dakota National Guard Bureau, and it provides oversight for Homeland Security programs. Emergency Management coordinates with all townships and cities within Cass County to accomplish its mission. In addition, the department works with all metro and rural fire departments and ambulances to coordinate disaster preparation and response activities.

### 2007 HIGHLIGHTS

During 2007, Emergency Management coordinated the allocation of \$817,882 federal Homeland Security Grant funds provided directly to a number of local emergency responder agencies within Cass County. These funds were focused on disaster preparedness and response capabilities. In addition, the department developed a county-wide emergency shelter and evacuation plan and completed the Cass County Hazard Mitigation Plan making the county eligible for FEMA disaster funding.

### 2008 PLANS

Cass Fargo Emergency Management will be focusing on enhancing local plans and capabilities in the areas of shelter and evacuation. The emphasis will be with special needs populations including the elderly, those with disabilities, our diverse ethnic citizens and people with animals.

### CONTACT INFORMATION

Emergency Management  
 4630 15<sup>th</sup> Avenue North  
 Fargo ND 58102  
 701-476-4065  
[info@cassfargoem.org](mailto:info@cassfargoem.org)

<b>EXPENDITURES</b>	2005	2006	2007
Emergency Management .....	\$3,308,217	\$1,666,637	\$353,651

## VETERANS' SERVICES

Cass County Veterans' Services averages over 800 ongoing claims for VA benefits. The department assists veterans, their widows and/or family members in making application and managing the claims process with the United States Department of Veterans Affairs (VA) and the State of North Dakota for benefits in the following areas:

- Service Connected Disability Compensation
- Non-Service Connected Pension
- VA Medical Enrollment
- Grave, Burial Benefits, Burial Flags & Grave Markers
- Widows Pension
- Dependency and Indemnity Compensation
- Veterans Life Insurance
- Veterans Education Funding (GI Bill)
- Veterans Military Awards and/or Decorations
- North Dakota Veterans Aid Loan Program
- North Dakota Emergency Assistance Grant Program



### CONTACT INFORMATION

Veterans Service Office  
 Cass County Annex  
 1010 2<sup>nd</sup> Avenue South  
 PO Box 2806  
 Fargo ND 58108-2806  
 701-241-5756  
[vetservices@casscountynd.gov](mailto:vetservices@casscountynd.gov)

<b>EXPENDITURES</b>	2005	2006	2007
Veterans' Service Office .....	\$162,781	\$190,418	\$199,499

# SOCIAL SERVICES

The mission of Cass County Social Services is to provide services to individuals and families who are vulnerable to meet basic needs and to promote self-sufficiency.

The majority of the services/programs offered by the county are done in conjunction with state and federal agencies, particularly the North Dakota Department of Human Services. Some services are provided directly by county employees and others are provided through contracts. In 2007, Cass County Social Services provided services/benefits to an average of 14,000 people each month. There were 129 employees in social services in 2007.

The 2007 Cass County Social Services operating expenditures were 10.4 million dollars. This budget includes both the county share of funding for services and some state/federal programs. It does not include all financial benefits paid to/for clients through programs such as Medical Assistance, Temporary Assistance to Needy Families, and Food Stamps that are estimated at almost 80 million dollars annually for Cass County.

Cass County Social Services has three distinct program areas:

## ECONOMIC ASSISTANCE

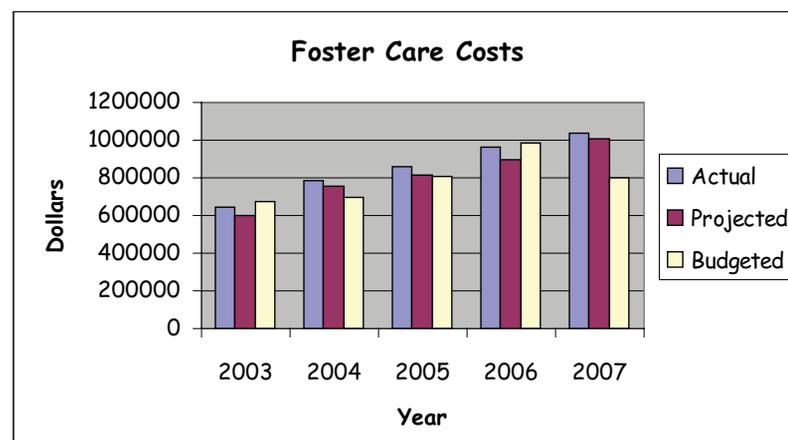
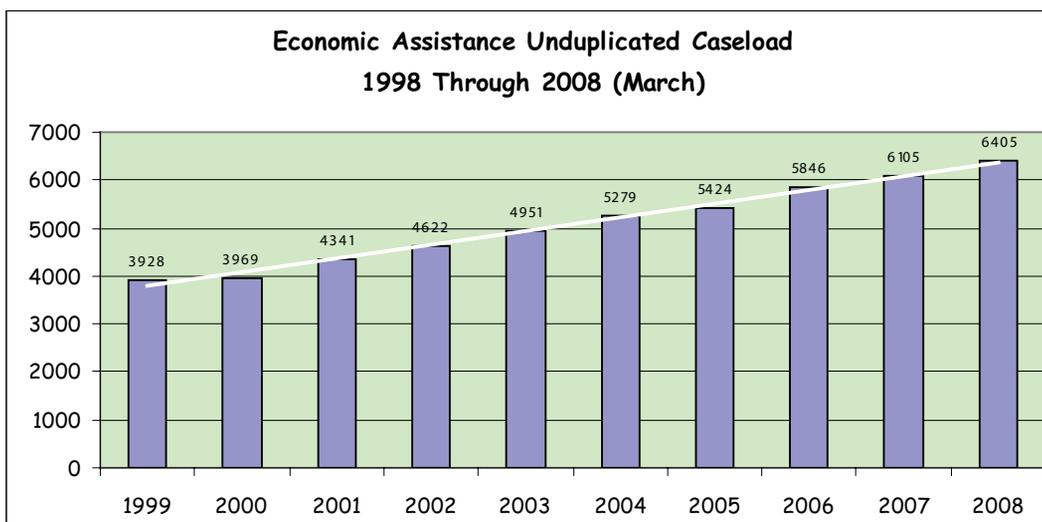
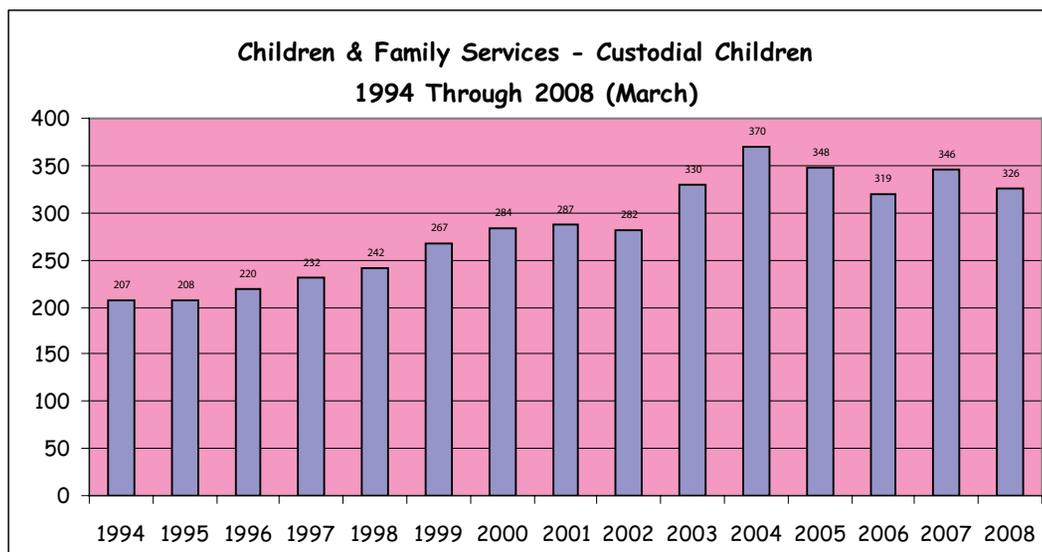
Economic Assistance programs provide financial support to low income individuals and families, including elderly, disabled and working poor. Eligibility for these programs is determined at the county. Programs include Medicaid, Food Stamps, Child Care Assistance, LIHEAP, Healthy Steps.

## FAMILY SERVICES

County social services are the primary public child welfare agency in the community. The goals of these services are to protect the safety and wellbeing of children and families. Programs include Child Protection Assessments, Foster Care, Family Support Programs such as Crisis Case management, Parent Aide, Child Care and Day Care Licensing.

## ADULT SERVICES

Adult Services provides services to adults who are frail, elderly, physically ill, disabled, and seriously mentally ill. The primary goals are to promote self-care and independent living. Programs include Home and Community Based Services – Case management, Adult Protection and in-home services (Homemaker – Home Health Aide Services)



EXPENDITURES	2005	2006	2007
Social Services .....	\$8,917,652	\$9,411,070	\$10,214,941

## CONTACT INFORMATION

Cass County Social Services  
 Cass County Annex  
 1010 2<sup>nd</sup> Avenue South  
 PO Box 2989  
 Fargo ND 58108-2989  
 Economic Assistance..... 701-241-5761  
 Family Services ..... 701-241-5765  
 Adult Services..... 701-241-5747  
 Administration..... 701-241-5761  
[socialservices@casscountynd.gov](mailto:socialservices@casscountynd.gov)

# COUNTY HIGHWAY

The Cass County Highway Department is responsible for planning, design, construction and maintenance of the highways and bridges on the County highway system. The department also has responsibility for bridges on township roads. There are approximately 650 miles of County highways of which 314 miles are paved and 336 miles are gravel. There are 246 bridges greater than 20 feet in length that are the County's responsibility.

The Cass County Highway Department is funded through a combination of a 23 cent state fuel tax, state motor vehicle license fees, federal road and bridge funds, and local property tax.

## 2007 HIGHLIGHTS

In addition to numerous small projects, the following large projects were completed in 2007:

### *Highway 23 Grade & Concrete Surface*

The total project cost about \$3 million. The project was funded with a combination of federal, state, and local funds from Cass County, Clay County, Minnesota and the City of Fargo.

### *Highway 20 Structure Replacement*

A three-year project was completed in 2007. The total cost of the project was about \$5 million.

## 2008 PLANS

The department's biggest challenge in 2008 will be to continue providing a high level of service and adequately maintain the County's infrastructure investment with increases in costs drastically outpacing increases in revenues. The following projects are planned for 2008:

### *Highway 26 Perley Bridge*

A two-year project to replace the Perley Bridge was started in 2007 and will be completed in 2008. The project costs will be funded with a combination of federal and local funds.

## CONTACT INFORMATION

Cass County Highway Department  
 1201 West Main Avenue  
 West Fargo ND 58078-1301  
 701-298-2370  
[highwaydepartment@casscountynd.gov](mailto:highwaydepartment@casscountynd.gov)

<b>EXPENDITURES</b>	2005	2006	2007
County Highway .....	\$10,247,603	\$10,375,429	\$12,548,603

# COUNTY PARK

The county operates a campsite and recreation area on Brewer Lake which is located 40 miles northwest of Fargo in Erie Township. The lake is a popular fishing spot with a swimming beach area and improved camping spots.

<b>EXPENDITURES</b>	2005	2006	2007
County Park .....	\$ \$41,335	... \$63,426	..... \$31,721

## CONTACT INFORMATION

Cass County Auditor  
 Cass County Courthouse  
 PO Box 2806  
 Fargo ND 58108-2806

[brewerlake@casscountynd.gov](mailto:brewerlake@casscountynd.gov)  
 (701) 241-5600



# COUNTY PLANNING

The North Dakota Century Code grants the County Commission the authority to exercise subdivision authority for those properties located outside of the incorporated limits and outside of the extraterritorial limits (ET) of any incorporated city. The County Planner works in cooperation with a nine member Planning Commission who are appointed by the County Commission. The services this department provides are subdivision and platting administration for unincorporated areas, 911 address assignments, planning assistance to local governments, Geographical Information System (GIS) technical assistance, floodplain administration for rural townships not participating in the National Flood Insurance Program, Phase II storm water regulation, and serving as the County 911 Master Street Address Guide (MSAG) Coordinator.

## 2007 HIGHLIGHTS

The Planning Commission developed and adopted a complete rewrite of the County's Subdivision Ordinance, which was completely researched and written by county staff.

## 2008 PLANS

Continue the implementation of the county's comprehensive plan, subdivision ordinance and the newly developed County Highway Access Plan. The county will continue to coordinate efforts between the cities and townships to ensure all agencies' long range plans are consistent and meet the desires of the citizens of the county.

## CONTACT INFORMATION

Cass County Planning Department  
 1201 West Main Avenue  
 West Fargo ND 58078-1301  
 701-298-2375  
[highwaydepartment@casscountynd.gov](mailto:highwaydepartment@casscountynd.gov)

EXPENDITURES	2005	2006	2007
County Planning .....	\$60,082	\$63,132	\$43,833

# VECTOR CONTROL

The objectives of the Cass County Vector Control program are to control nuisance mosquitoes, reduce the potential of mosquito borne disease transmission and provide a comfortable and healthy atmosphere for community residents. The Vector Control's daily activities from spring through fall involve treating standing water for mosquitoes, mosquito trapping and testing, as well as community spraying and education.

The Vector Control District includes the cities and the rural areas within Cass County. Throughout the year field aides monitor and treat approximately 5,000 locations of standing water within the county.

Funding for the Cass County Vector Control larvicide and surveillance programs is generated through a one mill levy. One mill is the maximum amount that North Dakota vector control districts can collect according to a mill levy cap. Additional residential spraying can be requested by cities and subdivisions, and is paid for by the community that requests the application.

## 2007 HIGHLIGHTS

- Nuisance mosquito counts were low, emphasis was placed on locating new disease transmitting mosquitoes and breeding areas
- New mobile equipment purchased to reduce labor hours and increase knockdown of adult mosquitoes
- Application of environmentally friendly products
- Increased public education by attending community events and creating new public service announcements

## 2008 PLANS

- Reduce mosquito transmitted disease in Cass County
- Provide mosquito education throughout the community
- Use the most efficient and cost effective mosquito control products available
- Prioritize areas of mosquito breeding within the County



## CONTACT INFORMATION

Cass County Vector Control  
 1201 West Main Avenue  
 West Fargo ND 58078-1301  
 701-298-2382  
[balinta@casscountynd.gov](mailto:balinta@casscountynd.gov)

EXPENDITURES	2005	2006	2007
Vector Control.....	\$712,506	\$618,462	\$870,236

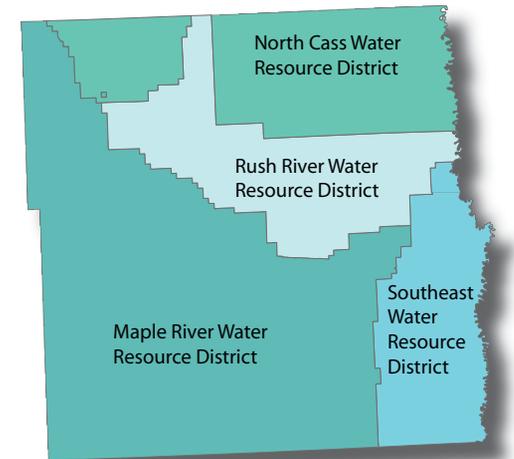
# WATER RESOURCE DISTRICTS

There are four Water Resource Districts in Cass County that are responsible for water management, drainage and flood control issues. The Water Resource Districts are reported as a component unit of Cass County. Each district represents a specific geographical area and is governed by its own individual board. The following is a list of the Water Resource Districts for Cass County:

- Southeast Cass Water Resource District
- Maple River Water Resource District
- North Cass Water Resource District
- Rush River Water Resource District

In addition, all of the Water Resource Districts are members of the:

- Cass County Joint Water Resource District (consists of two Managers from Southeast Cass Water Resource District and one Manager from each of the other three Water Resource Districts)
- Red River Joint Water Resource District



## 2007 HIGHLIGHTS

- Maple River Dam
- Drain #10 at 32<sup>nd</sup> Avenue North
- Drain #10 at 52<sup>nd</sup> Avenue North
- Drain #21 Control Structure
- Drain #40 Reconstruction
- Drain #62 Channel Improvements
- Drain #34 Cleanout
- Sheyenne Diversion Repairs and Inlet Modifications
- Maple River Snagging & Clearing
- Rush River Snagging & Clearing
- Upper Maple River Watershed Study - Retention
- Wild Rice River Watershed Study – Retention
- Swan Creek Watershed Study – Retention
- Fargo Southside Flood Control Project



## 2008 PROJECTS

- Mapleton Township Drainage Improvements
- Sheyenne-Maple Flood Control District #1 channel repairs
- Drain #45 Outlet Improvements
- Improvements to the Lynchburg Channel and Buffalo Creek Watersheds

## CONTACT INFORMATION

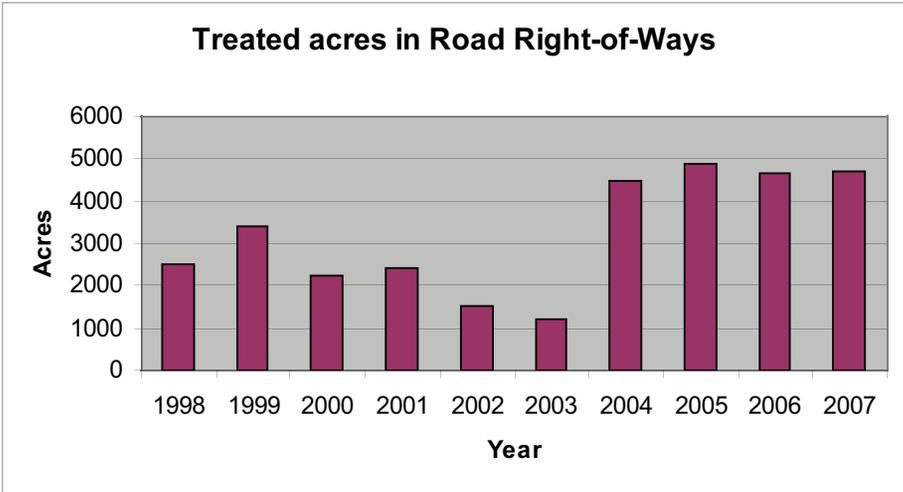
Water Resource Districts  
 1201 West Main Avenue  
 West Fargo ND 58078-1301  
 701-298-2381  
[wrd@casscountynd.gov](mailto: wrd@casscountynd.gov)

<b>EXPENDITURES</b>			
Water Resource Districts .....	2005 .....	2006 .....	2007 .....
Southeast Cass Water Resource District	\$15,749,223	\$16,331,358	\$5,976,126
Maple River Water Resource District.....	986,929	947,533	690,574
North Cass Water Resource District.....	305,953	441,834	276,855
Rush River Water Resource District.....	1,050,486	261,324	279,124
<b>Total Water Resource Districts .....</b>	<b>\$18,092,591</b>	<b>\$17,982,049</b>	<b>\$7,222,679</b>

# WEED CONTROL

The objectives of the Cass County Weed Control program are to control the spread of noxious weeds. This is accomplished through education in the long-term control of noxious weeds and by using cultural, biological and chemical controls. This department inspects and controls the spread of noxious weeds on 3,528 miles of federal, state and county roads right-of-ways. The department is also responsible for the enforcement of noxious weed laws on all public and private lands within the county. The Weed Control District includes all of Cass County with the exception of the City of Fargo.

Please visit Cass County's website at <http://www.casscountynd.gov/departments/weed> and follow the links to see pictures of the plants that are considered to be noxious weeds.



## 2007 HIGHLIGHTS

In 2007 the Cass County Weed Control conducted its third Liatrus for Lythrum plant exchange with the cooperation from the cities of Fargo and West Fargo. To date over 1700 Liatrus plants were given to gardeners and home owners that dug up and brought in Lythrum or Purple loosestrife plants from their flower gardens. A wild purple loosestrife infestation was identified and controlled in a road ditch south of Fargo.

All noxious weed spraying was mapped by GPS recorders on all road right-of-ways and other areas sprayed by county weed control staff. The GPS maps are used to verify weed locations and monitor control efforts over years. The Weed Board Landowner Assistance Program has assisted 16 landowners to control noxious weeds in pasture and wasteland areas. Leafy spurge flea beetles were collected within Cass County and introduced onto public lands. The flea beetles are a biological control agent used to control Leafy spurge.

## 2008 PLANS

- Conduct another "Liatrus for Lythrum" plant exchange.
- Increase the participation in the Landowner Assistance Program to include more landowners and acres.
- Expand GPS mapping to include weed infestation sites on private lands (with the cooperation of the landowner).
- Continue cooperation with neighboring counties in cooperative weed management programs for the control of Houndstongue and Lythrum.

## CONTACT INFORMATION

Cass County Weed Control  
1201 West Main Avenue  
West Fargo ND 58078-1301  
701-298-2388

EXPENDITURES	2005	2006	2007
Weed Control.....	\$338,109	\$352,581	\$337,044

# SENIOR CITIZENS

The Senior Citizens Fund is funded by a one mill levy matched by the state at .667 cents on the dollar that helps support the Fargo Senior Commission and the Rural Cass Council on Aging programs. In 2007, the County allocated \$565,000 to the Fargo Senior Commission and \$88,182 to the Rural Cass Council on Aging. This funding only covers a portion of their expenses. It is used to help pay for transportation (45,857 rides were provided); congregate meals (119,936 meals were served); home delivered meals (69,408 meals were delivered); outreach assistance; newsletter; health screenings; foot care; chore services; and operations and maintenance of their Senior Citizen Centers.



## CONTACT INFORMATION

Rural Cass Council on Aging  
Reuben Braaten  
PO Box 117  
Casselton ND 58012-117  
701-347-4605

Fargo Senior Commission  
Brian Arett  
PO Box 2217  
Fargo ND 58108-2217  
701-293-1440

EXPENDITURES	2005	2006	2007
Senior Citizens .....	\$483,588	\$557,982	\$653,182