

CASS COUNTY COMMISSION
AGENDA FOR PLANNING SESSION
Commission Room, Cass County Courthouse
November 15, 2021
(following regular Commission meeting)

1. Nominations
 - a. Chair
 - b. Vice Chair
2. Portfolio assignments
3. Committee/board assignments for commissioners
4. Annual meeting schedule
 - a. Regular commission meetings
 - b. Rotational meetings
5. Other Business

COMMISSION CHAIR AND VICE CHAIR

SUGGESTED MOTIONS:

Move to nominate Commissioner _____ as Cass County Commission Chair for the period of December 6, 2021, to December 5, 2022.

Move to nominate Commissioner _____ as Cass County Commission Vice Chair for the period of December 6, 2021, to December 5, 2022.

CURRENT PORTFOLIOS

Administrative Services “A”

(COMMISSIONER CHAD PETERSON)

County Administration

- Buildings and Grounds
- Human Resources

Finance Office

Human Services

(COMMISSIONER DUANE BREITLING)

Human Service Zone

Extension

Veterans Service

Planning & Operation Services

(COMMISSIONER JIM KAPITAN)

Roads and Bridges

- Planning
- Weed
- Vector
- Water Resource Boards

COMMISSIONER PORTFOLIOS 2020-2021

Administrative Services “B”

(COMMISSIONER RICK STEEN)

State’s Attorney

Information Technology

County Recorder

County Assessor

Public Safety Services

(COMMISSIONER MARY SCHERLING)

Sheriff

- Jail & Juvenile Center
- Emergency Management
- Coroner

2022 PORTFOLIOS

COMMISSIONER PORTFOLIOS
2021-2022

Administrative Services “A”

(COMMISSIONER _____)

County Administration

- Buildings and Grounds
- Human Resources

Finance Office

Committee Assignments:

-Building Committee

Administrative Services “B”

(COMMISSIONER _____)

State’s Attorney

Information Technology

County Recorder

County Assessor

Committee Assignments:

-Board of Health

-Cass/Clay Food Commission

Human Services

(COMMISSIONER _____)

Human Service Zone

Extension

Veterans Service

Public Safety Services

(COMMISSIONER _____)

Sheriff

- Jail & Juvenile Center
- Emergency Management
- Coroner

Committee Assignments:

-MetroCOG

-Lake Agassiz

-County Planning Commission

Planning & Operation Services

(COMMISSIONER _____)

Roads and Bridges

- Planning
- Weed
- Vector
- Water Resource Boards

CURRENT COMMITTEE ASSIGNMENTS

COMMITTEE/BOARD ASSIGNMENTS—January 2021

Metropolitan Council of Governments

Jim Kapitan
Chad M. Peterson (alternate)

Greater Fargo Moorhead Economic Development Corporation (GFMEDC)

Chad M. Peterson
Rick Steen

Lake Agassiz Regional Council

Jim Kapitan
Rick Steen (alternate)

Fargo Cass Board of Health

Duane Breitling (Social Services Portfolio Commissioner)

Metro Flood Diversion Board of Authority

Mary Scherling
Chad M. Peterson
Rick Steen
Duane Breitling (alternate)
Jim Kapitan (alternate)

Metro Flood Diversion Finance Committee

Chad Peterson
Rick Steen
Mike Montplaisir

Metro Flood Diversion Lands Committee

Mary Scherling
Duane Breitling
Kory Peterson

Metro Flood Diversion Public Outreach Committee

Jim Kapitan
Rick Steen

Building Committee

Chad M. Peterson
Duane Breitling

Flood Sales Tax Committee

Mary Scherling
Rick Steen

Flood Buyout Program Committee

Mary Scherling
Rick Steen

Cass Clay Food Commission

Duane Breitling

Human Services Zone Board

Mary Scherling
Chad M. Peterson
Rick Steen
Duane Breitling
Jim Kapitan

Cass County Planning Commission

Jim Kapitan

REGULARLY SCHEDULED CASS COUNTY COMMISSION MEETINGS
FOR THE YEAR 2022

January	3
January	18 (Tuesday)*
February	7
February	22 (Tuesday)*
March	7
March	21
April	4
April	18
May	2
May	16
June	6
June	20
July	5 (Tuesday)*
July	18
August	1
August	15
September	6 (Tuesday)*
September	19
October	3
October	17
November	7
November	21
December	5
December	19

Meetings are held the 1st and 3rd Mondays of each month at 3:30 PM in the Commission Room, Cass County Courthouse (unless otherwise stated) and special meetings as called. If Monday is a holiday, meetings will be held the following day.

Agenda deadline is the Monday before each meeting at 5:00 PM.

*Meetings held Tuesday are because Monday is a holiday.

2022 ROTATIONAL DEPARTMENT MEETINGS

January	3, 2:00 PM—Human Service Zone
January	18, 2:00 PM—Group A
February	7, 2:00 PM—Human Service Zone
February	22, 1:00 PM—Sheriff Department
February	22, 2:00 PM—Group B
March	7, 2:00 PM—Human Service Zone
March	21, 2:00 PM—Road Advisory
April	4, 2:00 PM—Human Service Zone
April	18, 2:00 PM—Sheriff Department
May	2, 2:00 PM—Human Service Zone
May	16, 2:00 PM—Group A
June	6, 2:00 PM—Human Service Zone
June	20, 1:00 PM—Sheriff Department
June	20, 2:00 PM—Group B
July	5, 2:00 PM—Human Service Zone
July	18, 2:00 PM—Road Advisory
August	1, 2:00 PM—Human Service Zone
August	15, 2:00 PM—Sheriff Department
September	6, 2:00 PM—Human Service Zone
September	19, 2:00 PM—Group A
October	3, 2:00 PM—Human Service Zone
October	17, 1:00 PM—Sheriff Department
October	17, 2:00 PM—Group B
November	7, 2:00 PM—Human Service Zone
November	21, 2:00 PM—Road Advisory
December	5, 2:00 PM—Human Service Zone
December	19, 2:00 PM—Sheriff Department

Group A—Finance Office, Tax Director, Recorder, Information Technology, Water Resource Districts.

Group B—State’s Attorney, Extension Service, Veterans Service, Coroner, Emergency Management.

Other county committee meetings, such as the Personnel Overview Committee and the County Park Board, are held on an as-needed basis. Generally, they will also be scheduled on a Commission Monday.