

CASS COUNTY COMMISSION  
AGENDA FOR PLANNING SESSION  
Commission Room, Cass County Courthouse  
November 21, 2022  
(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 5, 2022, to December 4, 2023.

Move to nominate Commissioner \_\_\_\_\_ as Cass County Commission Vice Chair for the period of December 5, 2022, to December 4, 2023.

## CURRENT PORTFOLIOS

### **Administrative Services “A”**

(COMMISSIONER RICK STEEN)

County Administration

- Buildings and Grounds
- Human Resources

Finance Office

### **Human Services**

(COMMISSIONER DUANE BREITLING)

Human Service Zone

Extension

Veterans Service

### **Planning & Operation Services**

(COMMISSIONER MARY SCHERLING)

Roads and Bridges

- Planning
- Weed
- Vector
- Water Resource Boards

## COMMISSIONER PORTFOLIOS

2021-2022

### **Administrative Services “B”**

(COMMISSIONER CHAD PETERSON)

State’s Attorney

Information Technology

County Recorder

County Assessor

### **Public Safety Services**

(COMMISSIONER JIM KAPITAN)

Sheriff

-Jail & Juvenile Center

-Emergency Management

-Coroner

**2023 PORTFOLIOS**

COMMISSIONER PORTFOLIOS  
2022-2023

**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

Mary Scherling  
Jim Kapitan (alternate)

#### Greater Fargo Moorhead Economic Development Corporation (GFMEDC)

Chad M. Peterson  
Rick Steen

#### Lake Agassiz Regional Council

Mary Scherling  
Jim Kapitan (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  
Brandy Madrigga

#### 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  
Rick Steen

#### Human Services Zone Board

Duane Breitling  
Rick Steen

#### Flood Sales Tax Committee

Mary Scherling  
Rick Steen

#### Flood Buyout Program Committee

Mary Scherling  
Rick Steen

#### Cass County Planning Commission

Mary Scherling

#### Cass Clay Food Commission

Duane Breitling

## 2023 COMMITTEE ASSIGNMENTS

### COMMITTEE/BOARD ASSIGNMENTS—January 2023

#### Metropolitan Council of Governments

1. Planning & Operation Services Portfolio
2. (alternate)

#### Greater Fargo Moorhead Economic Development Corporation (GFMEDC)

- 1.
- 2.

#### Lake Agassiz Regional Council

1. Planning & Operation Services Portfolio
2. (alternate)

#### Fargo Cass Board of Health

1. Human Service Portfolio

#### Metro Flood Diversion Board of Authority

- 1.
- 2.
- 3.
4. (alternate)
5. (alternate)

#### Metro Flood Diversion Finance Committee

- 1.
- 2.
3. Brandy Madrigga- Finance Director

#### Metro Flood Diversion Planning Committee

\*new Committee in 2023

1. Member of Diversion Authority

#### Building Committee

- 1.
- 2.

#### Human Services Zone Board

1. Human Service Portfolio
- 2.

#### Flood Sales Tax Committee

- 1.
- 2.

#### Flood Buyout Program Committee

- 1.
- 2.

#### Cass County Planning Commission

1. Planning & Operation Services Portfolio

#### Cass Clay Food Commission

1. Human Services Commissioner

REGULARLY SCHEDULED CASS COUNTY COMMISSION MEETINGS  
FOR THE YEAR 2023

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

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.

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

\*Meetings held Tuesday are because Monday is a holiday.

## 2023 ROTATIONAL DEPARTMENT MEETINGS

January	17, 2:00 PM—Group A
February	21, 1:00 PM—Sheriff Department
February	21, 2:00 PM—Group B
March	20, 2:00 PM—Road Advisory
April	17, 2:00 PM—Sheriff Department
May	15, 2:00 PM—Group A
June	19, 2:00 PM—Group B
July	17, 2:00 PM—Road Advisory
August	21, 2:00 PM—Sheriff Department
September	18, 2:00 PM—Group A
October	16, 2:00 PM—Group B
November	20, 2:00 PM—Road Advisory
December	18, 2:00PM—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.