

CASS COUNTY COMMISSION
AGENDA FOR PLANNING SESSION
Commission Room, Cass County Courthouse
November 20, 2023
(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 4, 2023, to December 2, 2024.

Move to nominate Commissioner _____ as Cass County Commission Vice Chair for the period of December 4, 2023, to December 2, 2024.

CURRENT PORTFOLIOS

Administrative Services “A”

(COMMISSIONER CHAD PETERSON)

County Administration

- Buildings and Grounds
- Human Resources

Finance Office

Human Services

(COMMISSIONER TONY GRINGBERG)

Human Service Zone

Extension

Veterans Service

Planning & Operation Services

(COMMISSIONER DUANE BREITLING)

Roads and Bridges

- Planning
- Weed
- Vector
- Water Resource Boards

COMMISSIONER PORTFOLIOS

2022-2023

Administrative Services “B”

(COMMISSIONER MARY SCHERLING)

State’s Attorney

Information Technology

County Recorder

County Assessor

Public Safety Services

(COMMISSIONER JIM KAPITAN)

Sheriff

-Jail & Juvenile Center

-Emergency Management

-Coroner

2024 PORTFOLIOS

COMMISSIONER PORTFOLIOS
2023-2024

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 2023

Metropolitan Council of Governments

Duane Breitling
Mary Scherling (alternate)

Greater Fargo Moorhead Economic Development Corporation (GFMEDC)

Chad M. Peterson
Jim Kapitan

Lake Agassiz Regional Council

Duane Breitling
Jim Kapitan (alternate)

Fargo Cass Board of Health

Tony Grindberg

Metro Flood Diversion Board of Authority

Mary Scherling
Chad M. Peterson
Tony Grindberg
Duane Breitling (alternate)
Jim Kapitan (alternate)

Metro Flood Diversion Finance Committee

Chad M. Peterson
Tony Grindberg
Brandy Madrigga

Metro Flood Diversion Lands Committee

Mary Scherling
Duane Breitling
*third appointment is vacant

Metro Flood Diversion Planning Committee

Mary Scherling

Building Committee

Chad M. Peterson
Jim Kapitan

Human Service Zone Board

Tony Grindberg
Rick Steen

Flood Sales Tax Committee

Mary Scherling
Duane Breitling

Flood Buyout Program Committee

Mary Scherling
Duane Breitling

Cass County Planning Commission

Duane Breitling

Cass Clay Food Commission

Tony Grindberg

Red River Regional Dispatch Center Authority Board

Mary Scherling
Chad Peterson

2024 COMMITTEE ASSIGNMENTS

COMMITTEE/BOARD ASSIGNMENTS—January 2024

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

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

***new Board in 2023**

Cass County Cemetery Board

1. Public Safety Services (Coroner) Portfolio

Cass Clay Food Commission

1. Human Services Commissioner
- 2.

REGULARLY SCHEDULED CASS COUNTY COMMISSION MEETINGS
FOR THE YEAR 2024

January	2 (Tuesday)*
January	16 (Tuesday)*
February	5
February	20 (Tuesday)*
March	4
March	18
April	1
April	15
May	6
May	20
June	3
June	17
July	1
July	16 **NACo is July 12-15
August	5
August	19
September	3 (Tuesday)*
September	16
October	7
October	23 ***NDACo is October 20-22
November	4
November	18
December	2
December	16

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	16, 2:00 PM—Group A
February	20, 1:00 PM—Sheriff Department
February	20, 2:00 PM—Group B
March	18, 2:00 PM—Road Advisory
April	15, 2:00 PM—Sheriff Department
May	20, 2:00 PM—Group A
June	17, 2:00 PM—Group B
July	16, 2:00 PM—Road Advisory
August	19, 2:00 PM—Sheriff Department
September	16, 2:00 PM—Group A
October	23, 2:00 PM—Group B
November	18, 2:00 PM—Road Advisory
December	16, 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, Park Board, Flood Sales Tax Committee, and Building Committee are held on an as-needed basis. Generally, they will also be scheduled on a Commission Monday.