

CASS COUNTY COMMISSION
AGENDA FOR PLANNING SESSION
Commission Room, Cass County Courthouse
November 18, 2024
(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 2, 2024, to December 1, 2025.

Move to nominate Commissioner _____ as Cass County Commission Vice Chair for the period of December 2, 2024, to December 1, 2025.

CURRENT PORTFOLIOS

Administrative Services “A”

(COMMISSIONER CHAD PETERSON)

County Administration

- Buildings and Grounds
- Human Resources

Finance Office

Human Services

(COMMISSIONER JIM KAPITAN)

Human Service Zone

Extension

Veterans Service

Planning & Operation Services

(COMMISSIONER DUANE BREITLING)

Roads and Bridges

- Planning
- Weed
- Vector
- Water Resource Boards

COMMISSIONER PORTFOLIOS

2023-2024

Administrative Services “B”

(COMMISSIONER TONY GRINDBERG)

State’s Attorney

Information Technology

County Recorder

County Assessor

Public Safety Services

(COMMISSIONER MARY SCHERLING)

Sheriff

- Jail & Juvenile Center
- Emergency Management
- Coroner

**COMMISSIONER PORTFOLIOS
2025-2026**

Administrative Services “A”

(COMMISSIONER TONY GRINDBERG)

County Administration

- Buildings and Grounds
- Human Resources

Finance Office

Committee Assignments:

-Building Committee

Administrative Services “B”

(COMMISSIONER JIM KAPITAN)

State’s Attorney

Information Technology

County Recorder

County Assessor

Committee Assignments:

-Board of Health

-MetroCOG

Human Services

(COMMISSIONER JOEL VETTEL)

Human Service Zone

Emergency Management

Veterans Service

Public Safety Services

(COMMISSIONER TIM FLAKOLL)

Sheriff

- Jail & Juvenile Center
- NDSU Extension
- Coroner

Planning & Operation Services

(COMMISSIONER DUANE BREITLING)

Roads and Bridges

- Planning
- Weed
- Vector
- Water Resource Boards

Committee Assignments:

-Lake Agassiz

-County Planning Commission

COMMITTEE/BOARD ASSIGNMENTS—January 2025

Metropolitan Council of Governments

Joel Vettel
Jim Kapitan (alternate)

Greater Fargo Moorhead Economic Development Corporation (GFMEDC)

Tony Grindberg
Joel Vettel

Lake Agassiz Regional Council

Duane Breitling
Flakoll (alternate)

Fargo Cass Board of Health

Jim Kapitan

Metro Flood Diversion Board of Authority

Tony Grindberg
Duane Breitling
Jim Kapitan
Tim Flakoll (alternate)
Joel Vettel (alternate)

Metro Flood Diversion Finance Committee

Tony Grindberg
Jim Kapitan
Brandy Madrigga

Metro Flood Diversion Lands Committee

Tim Flakoll
Duane Breitling
Matthew Stamness

Metro Flood Diversion Planning Committee

Tony Grindberg

Building Committee

Tony Grindberg
Jim Kapitan

Flood Sales Tax Committee

Tony Grindberg
Duane Breitling

Flood Buyout Program Committee

Tim Flakoll
Duane Breitling

Cass Clay Food Commission

Tim Flakoll

Red River Regional Dispatch Center Authority Board

Tony Grindberg
Jim Kapitan
Tim Flakoll (alternate)

West Central Regional Juvenile
Center Advisory Board

Jim Kapitan

Human Service Zone Board

Joel Vettel
Rick Steen

Cass County Planning Commission

Duane Breitling

Cass County Cemetery Board

Joel Vettel

Fargo Renaissance Authority

Tony Grindberg

FargoDome Authority Board

Rick Steen

REGULARLY SCHEDULED CASS COUNTY COMMISSION MEETINGS
FOR THE YEAR 2025

January	6
January	21 (Tuesday)* Monday is Martin Luther King Jr. Day
February	3
February	18 (Tuesday)* Monday is Presidents Day
March	5 (Wednesday) **NACo Legislative Conference is March 1-4
March	17
April	7
April	21
May	5
May	19
June	2
June	16
July	7
July	21 *NACo is July 11-14
July	23, 24, 25 for Budget Hearings
August	4
August	18
September	2 (Tuesday)* Monday is Labor Day
September	15
October	6
October	20 *NDACo is October 26-28
November	3
November	17
December	1
December	15

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.

2025 ROTATIONAL DEPARTMENT MEETINGS

January	21, 2:00 PM—Group A
February	18, 1:00 PM—Sheriff Department
February	18, 2:00 PM—Group B
March	17, 2:00 PM—Road Advisory
April	21, 12:30 PM—Flood Sales Tax Committee
April	21, 2:00 PM—Sheriff Department
May	19, 2:00 PM—Group A
June	16, 2:00 PM—Group B
July	21, 2:00 PM—Road Advisory
August	18, 2:00 PM—Sheriff Department
September	15, 2:00 PM—Group A
October	20, 2:00 PM—Group B
November	17, 12:30 PM—Flood Sales Tax Committee
November	17, 2:00 PM—Road Advisory
December	15, 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, 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.