

CASS COUNTY



BOARD OF COMMISSIONERS

MEETING PROCEDURES

2021

Board Meeting

The Cass County Board of Commissioners meets on the first and third Tuesday of each month the whole year.

The first Tuesday meeting begins at 9:00 a.m. in the Commissioners Board Room, 1st Floor of the Cass County Courthouse, Walker, Minnesota. The third Tuesday meeting begins at 9:00 a.m. at the Cass County Land Department Meeting Room, 218 Washburn Avenue East, Backus, MN.

There is always a possibility of conflict, necessitating a change of meeting date or location. Although rare, when it is necessary, the public will be informed through the local news media whenever possible.

Business at certain periods during the year sometimes makes it necessary to recess a meeting to a future date. There are also instances when a special meeting must be called to consider certain specified actions. In both instances the public will be informed of such meetings whenever possible.

All meetings of the full Board (regular, special, emergency and adjourned) are open to the public. In fact, the public is urged to attend.

Board Actions

The Board of Commissioners must have a quorum, or three members, present before it can take official action. Most board actions may be approved by a simple majority of the membership present.

The Board of Commissioners has complete and final control over County matters subject only to the limitations imposed by state law, and of course, ultimately the will of the local residents.

Public Participation at Board Meetings

Meetings of the Board of Commissioners will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the members of the board present. To place an item on the agenda, the following procedures should be used.

The applicant should file a written request with the Administrator's Office at least ten days prior to the scheduled meeting. The request should include the name, address and telephone number of the person or persons making the request; a statement describing the action the applicant wishes the Board to take and background information outlining the reasons for the request.

The Board of Commissioners desires public participation at its meetings, but at the same time has the responsibility for conducting its business in an orderly fashion. The Chairman will provide the audience with an opportunity to amend the agenda. This will be done at the beginning of the meeting.

Members of the audience are encouraged to be heard prior to board discussion of an agenda item.

Each speaker will be allowed 3 minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board of Commissioners may shorten this time. Interruption or other interference with the orderly conduct of Board of Commissioners business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chairman) may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under jurisdiction of the Courts. All such charges, if presented to the Board directly, shall be referred to the County Administrator's Office for investigation and report.

No action will be taken on any items not considered a part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

Cass County Department Heads

Administrator	Joshua Stevenson	547-7204
Assessor	Mark Peterson	547-7298
Attorney	Ben Lindstrom	547-7255
Chief Financial Officer	Sandra Norikane	547-7266
Central Services	Tim Richardson	547-7265
Court Admin.	Kayla Littler	547-7200
ESD Director	John Ringle	547-7241
HHVS Director	Michele Piprude	547-1340
Highway Engineer	Darrick Anderson	547-1211
Land Commissioner	Kirk Titus	947-3338
Probation	Jim Schneider	547-7212
Recorder	Kathryn Norby	547-7381
Sheriff	Tom Burch	547-1424
Veteran Service Officer	Jeff Woodford	947-7534

Telephone: Cass County Administrator's Ofc. – (218) 547-7204

Send inquiries to: Cass County Administrator's Office, Attn:
Joshua Stevenson, PO Box 3000, Walker MN 56484-3000.

This publication format was adapted from ISD#113
Walker/Hackensack/Akeley, MN. Thank you.

Cass County Commissioners Meeting Procedures

Welcome to this meeting of the Cass County Board of Commissioners. We are extremely pleased that you have shown your interest in Cass County affairs by attending this meeting. It is the wish of the Board of Commissioners that interested citizens participate in the deliberations of its meetings and that residents of the County become aware of the procedures to be followed.

This pamphlet has been prepared to familiarize you with the function and the organization of the Cass County Board of Commissioners, and to outline for you the procedures that must be followed if you wish to actively participate in the meeting.

We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

The Cass County Board of Commissioners

Board Members

Your Board of Commissioners is composed of five members elected to serve over-lapping terms. The County Administrator serves as the recording clerk to the Board and prepares the agendas for consideration. The election of Board members takes place on the first Tuesday in November of even numbered years and all members are elected by district. New Board members take office on the first Monday in January.

Your Board members this year are:

District I	Neal Gaalswyk	(218) 839-1841
District II	Bob Kangas	(218) 587-4453
District III	*Jeff Peterson	(218) 675-6086
District IV	Scott Bruns	(218) 547-1499
District V	Rick Haaland	(218) 760-6618

*-Board Chairman