

McLeod County Board Meeting Guide

About the Meetings

McLeod County Board Meetings and Workshops are open to the public and Board Meetings occur on the 1st and 3rd Tuesdays at 9 a.m. in the South Ballroom at the Glencoe City Center located at 1107 11th Street, Glencoe. Residents and staff that are scheduled at the Board are encouraged to arrive earlier than their scheduled time as the Board, if ahead of schedule, may elect to address their issue earlier in the meeting. The Workshops typically occur immediately following the first Board Meeting of the month and the start time is dependent upon the length of the Board Meeting. See the county calendar for meeting and workshop dates, times and visit the County website at www.co.mcleod.mn.us for background information. **If you would like to schedule an item for discussion with the County Board or have any questions about meeting attendance, please contact the County Administrator's Office at 320-864-1363.**

The South Ballroom at the Glencoe City Center is handicap accessible, provides convenient parking on the west side of the building, offers assisted-listening devices upon request and typically has audience seating for about 50. The Ballroom has a projector available and Staff will work with guests, when notified in advance, to ensure that the equipment is prepared and ready for use during a presentation.

All regular Board Meetings are live and rebroadcast on HCVN Channel 7 Tuesday at 9 a.m.; Thursday at 9 a.m.; and Sunday at 7 p.m. Meeting minutes are available online. Minutes are not posted until they are approved at the next Board meeting and can be found on the McLeod County website at www.co.mcleod.mn.us.

During Board meetings, the commissioners receive information from staff, community agencies and residents to assist them in developing policy and making decisions impacting the operation of County government. The agenda of upcoming meetings may be viewed in advance at www.co.mcleod.mn.us on Friday before the board meeting.

County Board Agenda

1. **Call to order** – The Board Chair starts the meeting at 9:00 AM.
2. **Pledge of Allegiance** – All are asked to stand and recite the Pledge of Allegiance.
3. **Recognition** – Staff and residents are recognized for significant accomplishments and a photo is taken with the Board.
4. **Consideration of Agenda** – Commissioners can add items or delete from the agenda before final approval.
5. **Consent Agenda** - The Consent Agenda covers reoccurring contracts without significant change, routine administrative subjects and helps keep the meeting more efficient. These items are reviewed by the commissioners and county administrator prior to each meeting. An item may be pulled by any commissioner and placed under the Administration agenda for further discussion or clarification later in the meeting.
6. **Payment of the Bills** – Bills are provided to and reviewed by each Commissioner and Administration in advance of the Board meeting and questions asked of staff before authorizing payment.
7. **Department or Program Items** -County departments and community agencies seek direction and provide reports to the Board. In some cases the Board conducts public hearings allowing residents to provide input on decisions being considered by the Board.
8. **County Administration** - The County Administrator presents general information about county operations to the Board and discusses other relevant management topics including workshop agendas.
9. **Commissioner Reports** - Each commissioner reports on his or her recent activities since the last Board meeting including attendance at meetings and issues discussed.
10. **Open Forum** - The Board Chair invites residents in the audience to share their comments and concerns about subjects not on the Board meeting agenda
11. **Adjournment** – Recessing the official County Board meeting until the second one in the month or closing the meeting if the final meeting of the month.
12. **Workshops** - The McLeod County Board has a designated time after the first Board meeting of the month for conducting a workshop and the agenda is set at the last Board meeting of the previous month to discuss pending projects and programs and to receive updates.

Public Hearings

Public hearings, which are which are scheduled during Board meeting, give residents the opportunity to express their opinions and suggest solutions to the Board on county issues. Notice of the public hearings is published in the official county newspaper, the McLeod County Chronicle, at least 10 days before the public hearing.

Public Hearing procedures are as follows:

- County staff introduces the topic of the public hearing
- Board Chair makes a motion to open the hearing to the public
- Speakers from the public are invited to make comments
- Board Chair closes the public hearing portion of the meeting
- Commissioners discuss the public hearing subject
- Commissioners take action or schedule a public hearing continuation date (the date and time is published in the county's legal newspaper)

The Board reserves the right during board meetings and workshops to manage public comments by asking speakers not to repeat comments and setting a time limit on how long an individual can speak. This is done to make efficient use of meeting time.

Executive Sessions

Executive sessions are meetings that are closed to the public. State law allows such meetings on a limited range of subjects, such as actual or threatened litigation, staff performance evaluations, labor negotiation strategy, etc. A report on any action taken is made at the next regular Board meeting.

Respectful Behavior

McLeod County is committed to respectful behavior. No name-calling or abusive language will be allowed. Disrespectful behavior may result in being asked to leave. Comments from speakers may be curtailed by the Board Chair if the speaker is overly argumentative, redundant, or repetitive.